

PONY

مكتبة كبرى الامارات

ICT



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The Digital Citizen in the Online World



Unit Lessons:

- Lesson 1 My Digital Responsibility Toward Others
- Lesson 2 My Journey in the World of Websites
- Lesson 3 Internet Services
- Lesson 4 Web Browsers
- Lesson 5 My Journey in Searching for Reliable Information
- Lesson 6 The Art of Communication and Collaboration in the Digital World

The Digital World

- » The digital world connects us together, just as the real world does.
- » Therefore, we must be **good digital citizens**, respecting others and behaving responsibly online.



« العالم الرقمي يجمعنا كما يجمعنا العالم الحقيقي تمامًا؛ لذلك يجب علينا أن نكون مواطنين رقميين صالحين، نحترم الآخرين ونتصرف بطريقة مسؤولة على الإنترنت. »

Digital responsibility toward others:

- » It means thinking about the impact of our actions on others.
- » When we write a comment, share a picture, or send a message, we should ask ourselves:
 - Will this make others happy?
 - Will this upset them?
- » Use the Internet for communication and learning.
- » Don't use the Internet to hurt others or bully them.
- » Be polite and respectful online.



« المسؤولية الرقمية تجاه الآخرين: »

- تعني أن نفكر في تأثير تصرفاتنا على الآخرين من حولنا. فعندما نكتب تعليقًا، أو نشارك صورة، أو نرسل رسالة، ينبغي أن نسأل أنفسنا: هل ما أفعله سيسبب سعادة للآخرين أم قد يضايقهم؟
- استخدم الإنترنت للتواصل والتعلم.
- لا تستخدم الإنترنت للإساءة أو السخرية من الآخرين.
- كن مهذبًا واستخدم الإنترنت باحترام وأدب.

As a digital citizen who uses the Internet, you have both rights and responsibilities. كمواطن رقمي يستخدم شبكة الإنترنت، لديك حقوق وعليك مسئوليات.

Unit 3

Rights الحقوق



1 Protection from piracy

الحماية من القرصنة.



2 Ability to engage with others online

القدرة على التفاعل الإيجابي مع الآخرين عبر الإنترنت.



3 Sharing and accessing information online

مشاركة المعلومات والحصول عليها عبر الإنترنت.



4 Ability to use the Internet when you need to

استخدام الإنترنت عند الحاجة إليه.

Responsibilities المسئوليات



1 Respect others' privacy.

احترام خصوصية الآخرين.



2 Respect various sources.

احترام المصادر المتنوعة للمعلومات.



3 Exhibit positive behavior in interactions with others.

إظهار سلوك إيجابي في التعامل مع الآخرين.



4 Ensure safe sharing online.

الحرص على المشاركة الآمنة عبر الإنترنت.

Social Responsibility



» **Social organizations**, such as schools and the media, help spread digital awareness.

» They provide campaigns and tips on how to protect ourselves and others while using technology.

» They remind us of the importance of not spreading rumors or false information.

» They encourage us to use the Internet to share knowledge and good things.

« تساعدنا المؤسسات الاجتماعية مثل المدارس ووسائل الإعلام في نشر الوعي الرقمي؛ حيث تقدم إرشادات تعلمنا كيف نحافظ على أنفسنا وعلى الآخرين أثناء استخدام التكنولوجيا.

« كما تُذكّرنا بأهمية عدم نشر الشائعات أو المعلومات خاطئة، وتشجعنا على استخدام الإنترنت في نشر المعرفة والخير.



- » It is good to use technology for useful purposes, such as helping others or serving our society and country.
- » This shows loyalty and cooperation, even in the digital world.
- » When we are honest, trustworthy, and respectful while using technology, we are practicing true **digital citizenship**. This helps make the Internet a safer and better place for everyone.

« من المفيد استخدام التكنولوجيا في أعمال نافعة، مثل مساعدة الآخرين أو المشاركة في خدمة المجتمع والوطن؛
 فبهذا تظهر قيم الانتماء والتعاون حتى في العالم الرقمي.
 « عندما نتحلّى بالصدق والأمانة والاحترام في استخدام التكنولوجيا، نكون قد طبقنا معنى المواطنة الرقمية
 الحقيقية وساهمنا في جعل الإنترنت مكاناً أكثر أماناً وفائدة للجميع.

أهم الكلمات والمصطلحات

Digital citizen	المواطن الرقمي	Awareness	الوعي
Social responsibility	المسؤولية الاجتماعية	Positive behavior	سلوك إيجابي
Digital responsibility	المسؤولية الرقمية	Rumors	شائعات
Rights	الحقوق	Trustworthy	جدير بالثقة / أمين
Responsibilities	المسؤوليات	Interactions	التفاعلات / التعاملات
Impact	تأثير	Communication	التواصل
Privacy	الخصوصية	Safe sharing	المشاركة الآمنة
Piracy	القرصنة (سرقة المحتوى الرقمي)	Digital citizenship	المواطنة الرقمية



Exercises on Lesson

1 Choose the correct answer:

- 1  Digital citizenship is defined as
 - a. not sharing information
 - b. using games only
 - c. using technology carefully and respectfully
 - d. shutting down the Internet
- 2 Digital citizenship means you have rights, such as your
 - a. privacy
 - b. location
 - c. keyboard
 - d. piracy
- 3  Social responsibility is
 - a. working individually only
 - b. helping others and the community
 - c. the lack of cooperation
 - d. spreading rumors
- 4 The ability to interact positively with others online is one of your
 - a. responsibilities
 - b. rights
 - c. privacy
 - d. security
- 5 One of the responsibilities you have as a digital citizen is to
 - a. ensure safe sharing online
 - b. respect various sources
 - c. both a and b
 - d. none of them
- 6  One of the correct behaviors online is
 - a. respecting others
 - b. mocking others
 - c. posting photos without permission
 - d. ignoring the rules
- 7 Obtaining and sharing information via the Internet is one of your
 - a. responsibilities
 - b. rights
 - c. privacy
 - d. a and b

- 8 Respecting others' privacy and diverse sources are examples of digital
a. responsibilities b. rights
c. piracy d. projects
- 9 Social organizations encourage us NOT to spread
a. rumors b. false information
c. knowledge d. both a and b
- 10 Using technology to serve our society and help others shows that we are
a. loyal and cooperative b. angry and rude
c. lazy d. hackers
- 11  Social responsibility helps society by
a. hiding information
b. reducing participation
c. closing Internet websites
d. spreading awareness activities
- 12  One of the values of digital citizenship is
a. respect and responsibility b. laziness and neglect
c. spreading rumors d. interfering in others' privacy
- 13 Using technology for useful purposes means
a. helping others b. serving the community
c. sharing false information d. both a and b
- 14  Protection from piracy on the Internet is considered a/an
a. idea b. right
c. interaction d. property
- 15 We practice true digital citizenship when we are
a. honest b. trustworthy
c. respectful d. all of them

2 Put (✓) or (x):

- 1  Digital citizenship means using the Internet irresponsibly. ()
- 2  We should respect the rights of others when using the Internet. ()
- 3  Social responsibility does not include helping others. ()
- 4 One of your rights is the ability to engage with others online. ()
- 5  The Internet can be a tool for spreading awareness. ()
- 6  Protection from piracy online is from Digital citizenship rights. ()
- 7 One of your responsibilities is to use the Internet whenever you want. ()
- 8  Respecting others' privacy is one of the digital citizenship responsibilities. ()
- 9 Technology should be used only for entertainment. ()
- 10  The Internet helps in social activities that support solving some social issues. ()
- 11 It is acceptable to use the Internet to bully others. ()
- 12  A good digital citizen exhibits positive behavior in communication online. ()
- 13 Being socially responsible includes not caring about the websites you use. ()
- 14 You should always ensure safe sharing when you are online. ()
- 15 Respecting sources of information is part of your digital responsibilities. ()

Play with PONY

Use the color key below.

Responsibilities



Rights



Respecting
others' privacy

Sharing &
accessing
information
online

Protection from
piracy

Ability to
engage with
others online

Respecting
various sources

Exhibiting
positive
behavior with
others

Ability to use
the Internet
when you need
to

Ensuring safe
sharing online

- » Websites are an important part of our daily life.
- » They help us search information, learn, and explore the world.
- » Websites are made of **linked** pages that contain text, pictures, links, and videos.
- » We can use them easily on the Internet.

أصبحت المواقع الإلكترونية جزءاً مهماً من حياتنا اليومية؛ فهي تساعدنا على البحث عن المعلومات والتعلم واكتشاف العالم من حولنا.

تتكون هذه المواقع من صفحات مترابطة تحتوي على نصوص، صور، روابط، وفيديوهات، ويمكننا الوصول إليها بسهولة من خلال الإنترنت.

1 Website Tools

- » These components include basic tools that help users, such as:
 - **Menu Bar:** It helps us navigate between different pages of the website.
 - **Search Box:** It makes it easy to find specific information quickly.
 - **Interaction Buttons:** They let us share content or save it to see later.

أولاً: أدوات المواقع الإلكترونية:

- » تشمل هذه المكونات أدوات أساسية تساعد المستخدم، ومنها:
 - شريط القوائم؛ يساعدنا على التنقل بين صفحات الموقع المختلفة.
 - مربع البحث؛ يسهل عملية إيجاد معلومات محددة بسرعة.
 - أزرار التفاعل؛ تمكننا من مشاركة المحتوى أو حفظه للرجوع إليه لاحقاً.

2 Reliable Websites

- » Some websites provide useful and reliable information in fields like science, history, and technology, such as:
 - ① Egyptian Knowledge Bank (EKB).
 - ② Alexandria Digital Library.
- » These websites allow reading books, watching educational videos, and developing our knowledge and thinking skills.



ثانيًا: المواقع الموثوقة:

« هناك مواقع تقدم معلومات مفيدة وموثوقة في مجالات مثل العلوم والتاريخ والتكنولوجيا، ومن أبرزها:

1 بنك المعرفة المصري.

2 مكتبة الإسكندرية الرقمية.

« تتيح لنا هذه المواقع قراءة الكتب، ومشاهدة الفيديوهات التعليمية، وتطوير معرفتنا ومهاراتنا الفكرية.

3 How to check if a website is safe

» Before using any website, make sure it is safe and reliable by doing the following:



1 • It should belong to **well-known** organizations.



2 • It should provide **accurate** and **clear** information without false or misleading news.



3 • Check the website address (URL).

ثالثًا: كيف نتأكد من أمان الموقع؟

« قبل استخدام أي موقع، يجب التأكد من أنه آمن وموثوق عبر الآتي:

1 أن يكون تابعًا لمؤسسات أو جهات معروفة.

2 أن يقدم المعلومات بدقة ووضوح بدون أخبار خاطئة أو مضللة.

3 تحقق من عنوان الموقع (URL).

4 Characteristics of a Good Website

» A successful website has:

1 An attractive and organized design.

2 Easy navigation and access to information.

3 Organized content written in simple and clear language.



Attractive Design



Clear Content

سمات الموقع الجيد:

« يتميز الموقع الناجح بـ:

1 التصميم الجذاب والمنظم.

2 سهولة الاستخدام والوصول للمعلومات.

3 المحتوى المرتب المكتوب بلغة بسيطة وواضحة.

You can create a simple website yourself using:



Google Sites



WordPress

- » You can use a website to share your ideas or school projects in a fun and interesting way using text, photos, and links.
- » You should make the website content useful and clear.
- » You should also be responsible when presenting information so others can use it safely and confidently.
- » By doing this, we show values of belonging, collaboration, and accuracy in our digital environment.

يمكنك إنشاء موقع بسيط بنفسك باستخدام أدوات رقمية سهلة مثل، Google Sites و WordPress.

- » يمكنك استخدام الموقع لـ مشاركة أفكارك أو مشاريعك المدرسية بطريقة ممتعة باستخدام النصوص، والصور، والروابط.
- » يجب أن يكون محتوى الموقع مفيدًا وواضحًا.
- » يجب أيضًا أن تتحلّى بالمسؤولية عند عرض المعلومات حتى يتمكن الآخرون من استخدامها بأمان وثقة.
- » من خلال ذلك، نظهر قيم الانتماء، والتعاون، والدقة في بيئتنا الرقمية.

أهم الكلمات والمصطلحات

Websites	المواقع الإلكترونية	Reliable	موثوق
Connected pages	صفحات متصلة	EKB	بنك المعرفة المصري
Menu bar	شريط القوائم	Safe	آمن
Search box	مربع البحث	Official organization	منظمة رسمية
Interaction buttons	أزرار التفاعل	Fake information	معلومات مزيفة
Navigate	يتنقل (داخل الموقع)	Publisher	الناشر
Specific info	معلومات محددة	Organized design	تصميم منظم
Digital library	مكتبة رقمية	Features	مميزات / خصائص



Exercises

on Lesson

2

1 Choose the correct answer:

- 1 Websites help us
a. search information b. learn
c. explore the world d. all of them
- 2 Websites are made of that contain text, pictures, links, and videos.
a. search boxes b. menu bars
c. linked pages d. buttons
- 3 The helps users navigate between different pages of a website.
a. search box b. interaction button
c. menu bar d. power button
- 4  An example of websites that give useful information is
a. Egyptian Knowledge Bank b. YouTube
c. Twitter d. Facebook
- 5 If you are looking for a specific keyword within a website, the best tool to use is the
a. "like" button b. website logo
c. search box d. video player
- 6 A good website has a/an design.
a. messy b. boring
c. slow d. attractive
- 7  You must ensure that the website is
a. unknown b. reliable and safe
c. without content d. difficult to use

- 8 To ensure a website is safe, you should check that if it belongs to
 - a. unknown people
 - b. well-known organizations
 - c. hackers
 - d. unreliable sources
- 9  A good design makes the website
 - a. confusing
 - b. hard to browse
 - c. full of ads
 - d. easy to use
- 10 The interaction buttons on a website allow us to the content.
 - a. share
 - b. save
 - c. hide
 - d. both a and b
- 11  A simple website can be created using the program.
 - a. Excel
 - b. PowerPoint
 - c. WordPress
 - d. Paint
- 12 When creating a website, you can use to make it interesting.
 - a. text
 - b. photos
 - c. links
 - d. all of them
- 13  The website content should be
 - a. clear and useful
 - b. confusing
 - c. too long
 - d. irrelevant to the idea
- 14 Before using a website, you should check the
 - a. color of the page
 - b. website address (URL)
 - c. menu bar
 - d. background music
- 15 All of the following are reliable websites EXCEPT
 - a. Egyptian Knowledge Bank
 - b. Google
 - c. Alexandria Digital Library
 - d. both a and c
- 16 Which of the following is NOT a characteristic of a good website?
 - a. Attractive design
 - b. Easy navigation
 - c. Complicated language
 - d. Organized content

2 Put (✓) or (X):

- 1 Websites are an important part of our daily life. ()
- 2  Information websites are for entertainment only. ()
- 3 Websites consist of separate pages that are not linked together. ()
- 4  The Egyptian Knowledge Bank is a reliable website. ()
- 5  A website can only be created using complex programs. ()
- 6  A good design makes the site easy to use. ()
- 7  You must check if the information is correct before you use it. ()
- 8 The Alexandria Digital Library is a reliable website. ()
- 9 The search box helps us navigate between different pages. ()
- 10 A safe website should belong to well-known organizations. ()
- 11 Google Sites is a tool to create simple websites. ()
- 12 A successful website has disorganized content. ()
- 13 Reliable websites provide accurate and easy-to-understand information. ()
- 14 Safe websites often provide false or misleading news to attract visitors. ()

Play with PONY

ENTER CODE

Write the first letter of each
picture to get the code:



on

1&2

1

- Using technology in a safe, respectful, and responsible way is called
 - piracy
 - digital citizenship
 - searching
 - gaming
- Which of the following is one of your rights as a digital citizen?
 - Respecting others' privacy
 - Protection from piracy
 - Sharing fake information
 - Bullying others
- You can create your own simple website using
 - Google Sites
 - Alexandria Digital Library
 - EKB
 - Media
- The helps you navigate the website easily.
 - search box
 - menu bar
 - interaction button
 - keyboard
- Which website is considered a reliable source of information?
 - Egyptian Knowledge Bank
 - Alexandria Digital Library
 - A personal blog
 - both a and b
- A good and successful website should have a design that is.....
 - confusing
 - organized
 - boring
 - none of them
- You can create your own simple website using the program.
 - Paint
 - calculator
 - WordPress
 - Excel

2

- 1 The digital world connects us together just like the real world. ()
- 2 Ensuring safe sharing online is considered one of your rights. ()
- 3 Using technology to help others shows values of loyalty and teamwork. ()
- 4 You should check the URL to ensure a website is safe. ()
- 5 The "Search Box" is used to share content with your friends. ()
- 6 Reliable websites provide accurate and verified information. ()
- 7 You must be a professional programmer to build a simple website using Google Sites. ()
- 8 One of your responsibilities is to respect sources of information. ()

» The Internet is an important tool in our world.



Websites are classified into

① Commercial Websites



② Non-Commercial Websites

1 Commercial Websites:

» They are used for buying and selling products or services online to make a profit.



① E-stores: They are websites where you can buy things like clothes, tools, or toys, such as Amazon.

② Digital Advertisements: They are websites or pages used to promote products and attract customers.



Benefit: They save time and effort.



Warning: You should be careful when using them.

① المواقع التجارية:

» تُستخدم المواقع التجارية لشراء وبيع المنتجات أو الخدمات عبر الإنترنت بهدف تحقيق الربح.

أمثلة:

• المتاجر الإلكترونية: مواقع يمكنك من خلالها شراء أشياء مثل الملابس، الأدوات، أو الألعاب (مثل Amazon).

• الإعلانات الرقمية: مواقع أو صفحات تُستخدم للترويج للمنتجات وجذب العملاء.

الفوائد: توفر الوقت والجهد عند التسوق.

تنبيه: يجب أن تكون حذرًا عند استخدام هذه المواقع.

2 Non-Commercial websites:

- » They are used to share knowledge and information.
- » They provide public benefit without making profits.



Educational Websites



Digital Libraries Such as: EKB



E-Learning Platforms



Benefit:

You can read books, watch lessons, and learn new skills for free.

2 المواقع غير التجارية:

- » تُستخدم المواقع غير التجارية لمشاركة المعرفة والمعلومات.
- » توفر فائدة عامة للجميع دون تحقيق أرباح.

أمثلة:

- المواقع التعليمية.
- المكتبات الرقمية مثل بنك المعرفة المصري.
- منصات التعلم الإلكتروني.

الفوائد: يمكنك قراءة الكتب، مشاهدة الدروس، وتعلم مهارات جديدة مجانًا.

Dealing with Online Advertisements

- » Be a smart user! Some Ads can be misleading or dishonest.
- » Ads might show items at very low prices or make fake promises to get your attention.
- » Think carefully before you click any advertisements or share your personal information.

التعامل مع الإعلانات:

- » كن مستخدمًا ذكيًا! بعض الإعلانات قد تكون مضللة أو غير صادقة.
- » قد تعرض الإعلانات منتجات بأسعار منخفضة جدًا أو تعدك بوعود مزيفة لجذب انتباهك.
- » فكر جيدًا قبل أن تضغط على أي إعلان أو تشارك معلوماتك الشخصية.

Safe online Shopping

» When you shop online, follow these safety rules:

- Never share your passwords or personal information (like card numbers and your address) except on trusted websites.
- You can ask your parents for help if you're not sure.
- Check for security signs to know if a website is safe:

① The padlock symbol  next to the website address.

② The address starts with **https**; this means the site protects your data.



 **https**:

قواعد التسوق الآمن عبر الإنترنت:

« عند التسوق عبر الإنترنت، اتبع هذه القواعد المهمة:

- لا تشارك أبدًا كلمات المرور أو المعلومات الشخصية (مثل أرقام البطاقات أو عنوانك) إلا على المواقع الموثوقة.
- يمكنك طلب المساعدة من والديك إذا لم تكن متأكدًا.
- تحقق من علامات الأمان لمعرفة ما إذا كان الموقع آمنًا:

1. رمز القفل  بجانب عنوان الموقع.

2. يبدأ عنوان الموقع بـ **https**، وهذا يعني أن الموقع يحمي بياناتك.

أهم الكلمات والمصطلحات

Commercial sites	مواقع تجارية	Digital ads	إعلانات رقمية
Non-commercial	غير تجارية	Personal information	معلومات شخصية
Misleading	مضللة	Attract people	جذب الناس
Dishonest	غير صادقة	Padlock icon	أيقونة القفل 
Safe shopping	تسوق آمن	Without profit	بدون ربح
Products	منتجات	Protected	محمي
E-stores	متاجر إلكترونية	Learning platforms	منصات التعلم
Passwords	كلمات المرور		



Exercises

on Lesson

3

1 Choose the correct answer:

1. _____ websites are used for buying and selling products or services online.
a. Commercial
b. Non-commercial
c. EKB
d. None of them
2. _____ An example of commercial websites is
a. Amazon
b. Egyptian Knowledge Bank
c. Wikipedia
d. YouTube
3. Non-commercial websites provide _____ without making profits.
a. expensive services
b. shopping
c. public benefits
d. advertisements
4. _____ An example of non-commercial websites is
a. advertisement sites
b. shopping sites
c. e-stores
d. Egyptian Knowledge Bank
5. The address of a secure website usually starts with _____
a. http
b. https
c. www
d. com
6. _____ Fake advertisements may
a. always be safe
b. trick the user
c. increase trust
d. give prizes
7. _____ One of the safe rules on the Internet is
a. not sharing personal data
b. writing the password everywhere
c. clicking on every advertisement
d. downloading unknown files

- 8 To know if a website is safe for shopping, look for the symbol
- exclamation mark
 - star
 - padlock
 - dollar sign
- 9  Safe shopping means
- opening unknown links
 - giving data to any site
 - using trusted sites
 - publishing accounts
- 10 All of the following are examples of commercial websites EXCEPT
- Amazon
 - Egyptian Knowledge Bank
 - digital advertisements
 - online shops
- 11 Commercial websites are used to
- share knowledge
 - provide free education
 - make a profit
 - offer public benefit
- 12 Non-commercial websites are used to
- share knowledge
 - exchange information
 - make profits
 - both a and b
- 13 Some advertisements can be by showing fake promises or very low prices.
- honest
 - misleading
 - helpful
 - free
- 14 You should never share your except on trusted websites.
- name
 - passwords
 - favorite color
 - school name
- 15 A major benefit of commercial websites is that they save
- Internet speed
 - passwords
 - time and effort
 - none of them

2 Put (✓) or (X):

- 1 The Internet is an important tool in our world. ()
- 2 Websites are either commercial or non-commercial. (أسويط 2024) ()
- 3  Commercial websites only want to spread awareness. ()
- 4  Educational sites are non-commercial websites. ()
- 5 Commercial websites save time and effort when shopping. ()
- 6  Online advertisements are always true. ()
- 7  Personal data must be protected when purchasing online. ()
- 8 E-learning platforms are examples of commercial websites. ()
- 9  Safe shopping means being careful of fake websites. ()
- 10 A safe website address starts with http. ()
- 11 Non-commercial websites share knowledge for free. ()
- 12 The padlock symbol next to a website address indicates the site is safe. ()
- 13 A smart user thinks carefully before typing personal information. ()
- 14 It's safe to share your passwords on any website. ()
- 15 Some ads are misleading and use fake promises. ()

Play with PONY

① Help the robot remember the mobile's password:



② Now, help the robot remember the laptop's password:



- » We learned about websites, but how can we access them on the Internet?
- » We use a **web browser** to access websites on the Internet.

« تعلمنا عن المواقع الإلكترونية، ولكن كيف يمكننا الوصول إليها عبر الإنترنت؟

« نحن نستخدم متصفح الويب للوصول إلى المواقع عبر الإنترنت.



Examples of Web Browsers

1



Google Chrome

2



Microsoft Edge

Microsoft Edge

» It is a web browser that helps you browse the Internet easily.

» **Features of Microsoft Edge:**

- 1 It comes with Microsoft Windows.
- 2 **Startup Boost:** It starts very quickly when you click it.
- 3 **Safety and privacy:** It keeps your information safe and private.



« هو متصفح ويب يساعدك على تصفح الإنترنت بسهولة.

« **مميزات متصفح (Microsoft Edge):**

1. يأتي مثبتًا مع نظام ويندوز.
2. بدء التشغيل السريع: يفتح بسرعة عند النقر عليه.
3. الأمان والخصوصية: يساعد على حماية معلوماتك والحفاظ على خصوصيتك.

The Collections Feature in Microsoft Edge

- » The Collections feature helps you organize your research in one place.
- » Inside the collection, you can add:
 - 1 Text
 - 2 Images
 - 3 Videos
 - 4 Notes
 - 5 Links
- » This helps you save useful information and return to it later when you need it.

ميزة المجموعات (Collections)

- تساعدك ميزة المجموعات على تنظيم بحثك في مكان واحد.
- داخل كل مجموعة يمكنك إضافة: نصوص، صور، فيديوهات، ملاحظات أو روابط.
- وهذا يساعدك على حفظ المعلومات المهمة والرجوع إليها لاحقاً بسهولة.

To start a collection:

- Select **Collections** on the **toolbar**.
- Select **Start a New Collection**.
- Type the **title** of your collection in the box.
- Add content by selecting **Add Current Page**.
- **Drag an image** into the collection.
- Select **text** or **links** and drag them into the collection.



خطوات بدء مجموعة مايكروسوفت إيدج Microsoft Edge:

- حدد (المجموعات Collections) الموجودة على شريط الأدوات.
- اختر (بدء مجموعة جديدة Start a New Collection).
- اكتب عنوان مجموعتك داخل الإطار.
- أضف محتوى إلى مجموعتك عن طريق اختيار (إضافة الصفحة الحالية Add Current Page).
- اسحب صورة إلى داخل المجموعة وحدد نصوصاً أو روابط واسحبها إلى داخل المجموعة.

أهم الكلمات والمصطلحات

Startup boost	التشغيل السريع	Drag and drop	سحب وإفلات
Collections tool	أداة المجموعات	Add current page	إضافة الصفحة الحالية
Organize	يُنظّم	Built to work	مصمم ليعمل
Features	مميزات	Research	أبحاث
Digital notebook	دفتر ملاحظات رقمي	Top bar	الشريط العلوي



Exercises

on Lesson

4

1 Choose the correct answer:

- 1 A/ An is a software program used to access websites on the Internet.
a. operating system b. word processor
c. web browser d. search box
- 2 is an example of a web browser.
a. PowerPoint b. Excel
c. Paint d. Google Chrome
- 3 Microsoft Edge is a web browser that comes with the operating system.
a. Android b. Windows
c. Chrome OS d. iOS
- 4 Features of Microsoft Edge include
a. security b. privacy
c. opening fast d. all of them
- 5 To add an image into a Collection, you can simply it into the collection.
a. delete b. drag
c. hide d. print
- 6 The tool in Microsoft Edge helps you organize web pages.
a. recycle bin b. Collections
c. print list d. search engine

- 7 To start a new collection, you must first select "Collections" on the
a. Desktop
b. toolbar
c. Start menu
d. keyboard
- 8  To add the current page to a new collection in Microsoft Edge, we choose
a. Add Current Page
b. Delete History
c. Close Window
d. New Tab only
- 9 The feature in Microsoft Edge starts the browser very quickly.
a. Collections
b. search
c. startup boost
d. interaction
- 10 To start a collection in Microsoft Edge, you should select
a. Start New Collection
b. New Web page
c. New File
d. New Slide
- 11  A web browser is
a. a program for browsing websites
b. a tool for designing images
c. an electronic game
d. an audio program
- 12 Microsoft Edge keeps your information and
a. public – insecure
b. safe – private
c. visible – accessible
d. none of them
- 13 Using the "Collections" feature in Microsoft Edge, you can add
a. videos
b. images
c. text
d. all of them

2 Put (✓) or (✗):

- 1  A web browser is a program that allows you to browse websites. ()
- 2 Microsoft Edge and Google Chrome are both examples of web browsers. ()
- 3  Microsoft Edge cannot be used on the Windows operating system. ()
- 4 You can use the "Collections" feature to organize your research in one place. ()
- 5  Security and privacy are important features of Microsoft Edge. ()
- 6 You can't add videos to a collection in Microsoft Edge. ()
- 7 You should give your collection a title to help organize its content. ()
- 8  You can't create Collections in the browser. ()
- 9 You can drag links and images directly into a collection. ()
- 10  You can add the current page to a collection in Microsoft Edge. ()
- 11 The Startup Boost feature makes Microsoft Edge start slowly. ()
- 12 Microsoft Edge provides security and privacy features to protect users while browsing. ()
- 13 Web browsers are used to design and edit professional videos. ()
- 14 You can add content to a "collection" by selecting "Add Current Page." ()
- 15 To start a collection, you should select "Add Current Page". ()

(الجيزة - الهرم 2024)

Play With PONY

Word Search



Find the following words in the puzzle.

Microsoft Windows – text – web browser – save – Collections –
links – Microsoft Edge



- 1 is a web browser that comes with Microsoft Windows.
- 2 The feature in Microsoft Edge organizes your research in one place and on multiple devices.
- 3 The collections help you useful information and return to it later when you need it.
- 4 Inside the collection, you can add, images,, and videos.
- 5 Microsoft Edge is a
- 6 Some applications, like Microsoft Edge, come with

Test Yourself

on

Lessons
3&4

1 Choose the correct answer:

- 1 Amazon is an example of a/an website.
a. non-commercial b. commercial
c. educational d. social
- 2 The goal of non-commercial sites is to provide help.
a. expensive b. paid
c. free d. fake
- 3 To ensure a website is safe for shopping, look for the icon.
a. trash b. padlock
c. game d. video
- 4 Microsoft Edge is a that helps you visit websites.
a. hardware b. printer
c. web browser d. folder
- 5 A feature in Edge that helps organize your research is called
a. games b. Collections
c. ads d. recycle bin
- 6 The "https" in a URL indicates that the site is
a. protected b. deleted
c. slow d. commercial
- 7 To save an image into your collection, you can
a. delete b. drag and drop
c. shut down d. format

2 Put (✓) or (X):

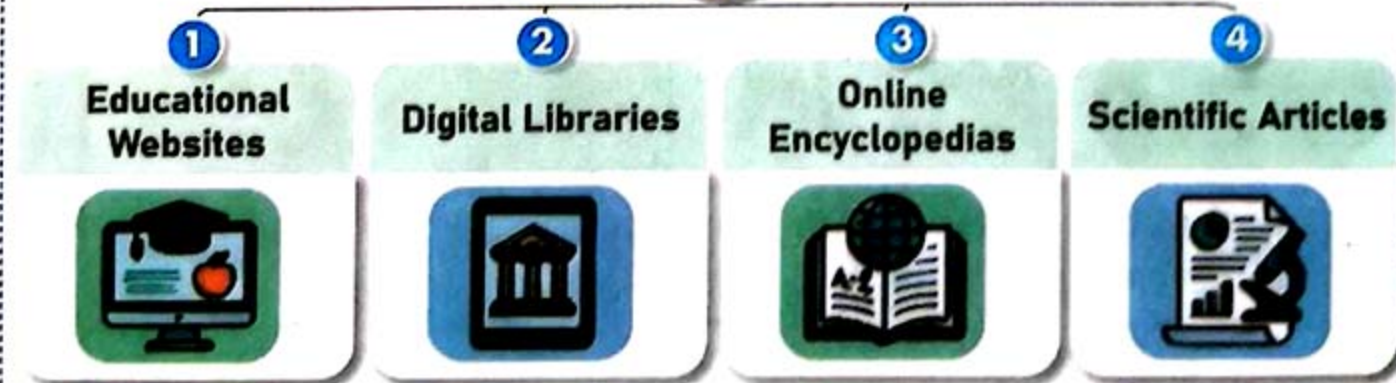
- | | |
|---|-----|
| 1 Digital advertisements are always honest. | () |
| 2 E-learning platforms are examples of non-commercial websites. | () |
| 3 You should ask your parents before giving personal info online. | () |
| 4 The "Startup Boost" makes Microsoft Edge start faster. | () |
| 5 You cannot give your collection a name in Microsoft Edge. | () |
| 6 Reviews help us see the experiences of other customers. | () |
| 7 Microsoft Edge comes with Microsoft Windows. | () |
| 8 You should click on ads that offer suspiciously low prices. | () |

- » The Internet is like a huge library with millions of pages full of information.
- » However, not all information online is correct or accurate.
- » That's why we need to learn how to search smartly and choose reliable sources to get the accurate information.



« الإنترنت يشبه مكتبة ضخمة تحتوي على ملايين الصفحات المليئة بالمعلومات.
 « ومع ذلك، ليست كل المعلومات الموجودة على الإنترنت صحيحة أو دقيقة.
 « لذلك يجب أن نتعلم كيفية البحث بذكاء واختيار المصادر الموثوقة للحصول على المعلومات الدقيقة.

Reliable Online Sources



- » There are many types of reliable online sources, such as:



- 1 The Egyptian Knowledge Bank (EKB).
- 2 Alexandria Digital Library.

أنواع المصادر الإلكترونية:

« هناك العديد من أنواع المصادر الإلكترونية الموثوقة مثل:

- 1 المواقع التعليمية.
- 2 المكتبات الرقمية.
- 3 الموسوعات الإلكترونية.
- 4 المقالات العلمية.

أمثلة:

1. بنك المعرفة المصري (EKB).

2. مكتبة الإسكندرية الرقمية.

Finding Reliable Online Sources

5

Lesson

- » When choosing an online source, check the following to ensure it is reliable.
- 1 **Author/Publisher:** Is it a real person or a trustworthy organization?
- 2 **Date:** Ensure the content is recent or updated.
- 3 **No Mistakes:** The text has no spelling or grammar errors, and the information makes sense.
- 4 **Presentation:** The information should be clear and well-organized.



« عند اختيار مصدر من الإنترنت، تحقق من الأمور التالية للتأكد من موثوقيته:

1. المؤلف/الناشر: هل هو شخص حقيقي أو منظمة موثوقة؟
2. التاريخ: تأكد من أن المحتوى حديث أو تم تحديثه.
3. خلو النص من الأخطاء: هل النص خالٍ من الأخطاء الإملائية والنحوية؟ وهل المعلومات منطقية؟
4. العرض والتنظيم: يجب أن تكون المعلومات واضحة ومنظمة بشكل جيد.

Dealing with Unreliable Sources

- Some unknown or unofficial websites may contain false information or fake news.
- Don't rely on these sites.
- Compare the information from multiple sources to make sure it is accurate and trustworthy.

« التعامل مع المصادر غير الموثوقة:

- بعض المواقع غير المعروفة أو غير الرسمية قد تحتوي على معلومات خاطئة أو أخبار مزيفة.
- لا تعتمد على هذه المواقع.
- قارن المعلومات من عدة مصادر للتأكد من دقتها وموثوقيتها.

Using Search Engines

Google



- Search engines, like Google, help you find information quickly.
- Use accurate **keywords** related to your topic.
- Give priority to results from educational or official websites.



- تساعدك محركات البحث، مثل Google، في الوصول إلى المعلومات بسرعة.
- استخدم كلمات مفتاحية دقيقة تتعلق بموضوعك.
- أعط أولوية للنتائج من المواقع التعليمية أو الرسمية.

Respecting Sources and Responsible Research

- » When preparing a project or a digital presentation, always list the sources you used at the end.

This shows respect for others' rights (Intellectual Property Rights).



- » By searching carefully and choosing reliable sources, you use technology smartly. You become a responsible digital researcher who values information and shares knowledge in a safe and helpful way.

احترام المصادر والبحث المسئول:

- « عند إعداد مشروع أو عرض رقمي، قم دائمًا بإدراج المصادر التي استخدمتها في النهاية. هذا يظهر احترامك لحقوق الآخرين (حقوق الملكية الفكرية).
- « من خلال البحث بعناية واختيار المصادر الموثوقة، فأنت تستخدم التكنولوجيا بذكاء. تصبح باحثًا رقميًا مسئولًا يُقدّر المعلومات ويشارك المعرفة بطريقة آمنة ومفيدة.

أهم الكلمات والمصطلحات

Reliable info	معلومات موثوقة	Author's name	اسم الكاتب
Online sources	مصادر عبر الإنترنت	Intellectual property	الملكية الفكرية
Fake news	أخبار مزيفة	School project	مشروع مدرسي
Educational sites	مواقع تعليمية	Updated	مُحدث (جديد)
Search engines	محركات البحث	Respect work	يحترم العمل (المجهود)
Trustworthy	جدير بالثقة	Mistakes	أخطاء
Official sites	مواقع رسمية	Compare	بفارق
Accurate keywords	كلمات مفتاحية دقيقة		



5

1 The Internet is like a huge _____ with millions of pages of information.

a. classroom b. hard drive

c. computer d. library

- 2** To get accurate information, we must learn to choose _____ sources.
- a. random b. reliable
c. unknown d. unverified

- 3  An example of a reliable website is .
- a. Egyptian Knowledge Bank (EKB)
b. an unknown site
c. an unofficial page
d. an unknown blog

- 4  A good and trusted source must contain
- a. the author's name
 - b. numbers
 - c. many pictures only
 - d. advertisements

- 5** Listing your sources at the end of a project shows respect for the _____.
- a. Internet b. search engines
c. intellectual property rights d. hardware

- 6** When choosing an online source, you should check the _____ to ensure it is reliable.
- a. size b. color
c. date d. design

- 7  One of the ways to verify information is
- a. comparing more than one site
 - b. reading only one title
 - c. ignoring sources
 - d. copying texts without review

- 38 ICT Prim. 5 - Second Term

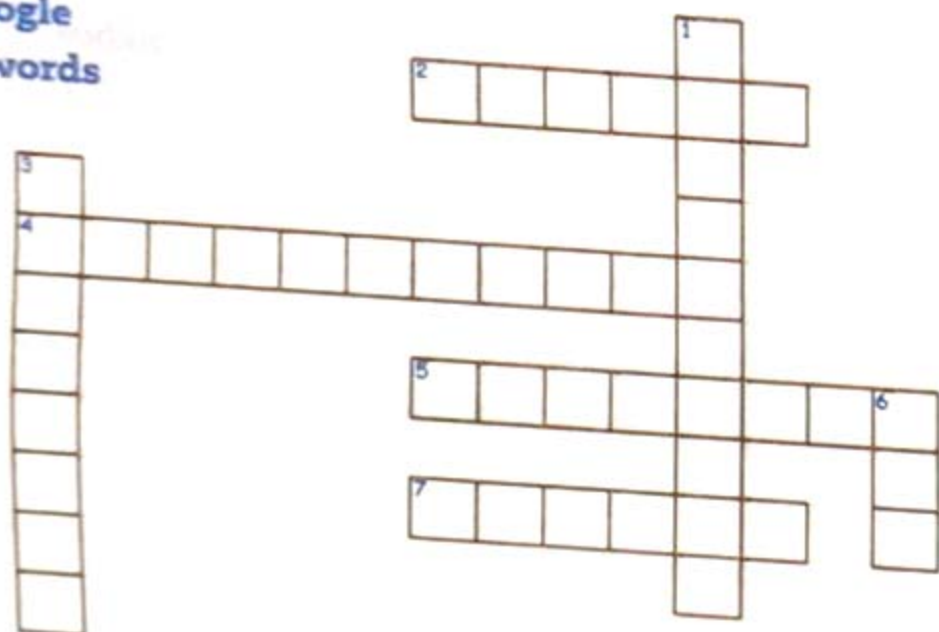
2 Put (✓) or (X):

- 1 All information on the Internet is correct and accurate. ()
- 2 Alexandria Digital Library is an example of a reliable online source. ()
- 3  You can rely on any website without checking. ()
- 4 Using specific keywords like "Climate Change in Egypt" is better than just searching for "Weather." ()
- 5 Reliable sources often contain many grammar mistakes. ()
- 6  A good source mentions the name of the content's author. ()
- 7 Intellectual property rights mean respecting the work and rights of others. ()
- 8  You should ignore the publication date of sources. ()
- 9 Public libraries and digital encyclopedias are reliable sources. ()
- 10  Comparing information from different sources helps ensure its accuracy. ()
- 11 You should check the date to see when information was last updated. ()
- 12  Mentioning the source in your project is a way of respecting others' rights. ()
- 13 Unknown or unofficial websites always contain accurate information. ()
- 14 Spelling and grammar errors in a source indicate it might not be reliable. ()
- 15 Organizing information and presenting it clearly doesn't matter when checking the source reliability. ()

Play with PONY

Crossword Puzzle

end
Online
Unreliable
educational
reliable
Google
keywords



- 1 websites may contain false information or fake news.
- 2 libraries, such as Alexandria Library and EKB, have secure and verified information.
- 3 Use accurate related to your topic.
- 4 Give priority to results from or official websites.
- 5 The information at online sources should be clear and well-organized.
- 6 When preparing a project or a digital presentation, always list the sources you used at the
- 7 Search engines, like, help you find information quickly.

- » Communication is one of the most important skills for school, work, and daily life.
- » Thanks to technology, we have two main ways for digital communication.

« يُعَدُّ التواصل من أهم المهارات في المدرسة والعمل والحياة اليومية. وبفضل التكنولوجيا، أصبح لدينا طريقتان أساسيتان للتواصل الرقمي.

Ways of Digital Communication

1

Synchronous Communication



2

Asynchronous Communication



1 Synchronous Communication:

- » It is a **real-time** communication between people.
- » It occurs at the same time.

E.X

1

Video Calls



2

Phone Calls



3

Instant Messaging



• It is useful when:

- 1 You need a quick discussion or an immediate response.
- 2 You want to communicate with a group immediately.

1 **التواصل المتزامن** • هو تواصل يحدث في الوقت الحقيقي بين الأشخاص. • يحدث في نفس الوقت لجميع الأطراف.

أمثلة: مكالمات الفيديو - المكالمات الهاتفية - الرسائل الفورية (الدردشة).

يُستخدم عندما: 1. تحتاج إلى مناقشة سريعة أو رد فوري. 2. تريد التواصل مع مجموعة من الأشخاص في نفس الوقت.

2 Asynchronous Communication

- » It happens when you send a message or email and the other person replies **later**.
- » It does not require an instant response.

E X

1 Emails



2 Educational Forums



• It is useful when:

- 1 You need time to think.
- 2 You don't need an immediate answer.

2 التواصل غير المتزامن:

- يحدث عندما ترسل رسالة أو بريداً إلكترونياً ويقوم الطرف الآخر بالرد لاحقاً.
- لا يتطلب ردّاً فورياً.

أمثلة: - البريد الإلكتروني. - المنتديات التعليمية.

يُستخدم عندما: - تحتاج إلى وقت للتفكير قبل الرد. - لا تحتاج إلى إجابة فورية.

Ethics of Online Communication

أخلاقيات التواصل عبر الإنترنت

» To be a good digital citizen, you should follow these rules:

- **Be Polite:** Use kind words like "please" and "thank you."
- **Show Respect:** Respect other's opinions.
- Avoid sending many repeated messages that may upset others.
- Do not share inappropriate pictures or symbols.



- لكي تكون مواطنًا رقميًا جيدًا، يجب اتباع القواعد التالية:
- كن مهذبًا: استخدم كلمات لطيفة مثل "من فضلك" و"شكرًا".
 - احترم الآخرين: احترم آراء الآخرين حتى لو اختلفت معهم.
 - تجنب إرسال عدد كبير من الرسائل المتكررة التي قد تزعج الآخرين.
 - لا تشارك صورًا أو رموزًا غير مناسبة.

Importance of Good communication

أهمية التواصل الجيد

- Good communication helps us build good relationships with our colleagues.
- It also makes digital collaboration on joint projects easier.
- When we respect and support each other, we become a successful team that gets things done quickly and with a positive attitude.
- When we use digital communication tools responsibly and respectfully, we begin to grow digital collaboration, which makes the online environment safer for everyone.



- يساعدنا التواصل الجيد على بناء علاقات جيدة مع زملائنا.
- كما يجعل التعاون الرقمي في المشاريع المشتركة أسهل وأكثر فاعلية.
- عندما نحترم ويدعم بعضنا بعضًا، نصبح فريقًا ناجحًا ينجز العمل بسرعة وبروح إيجابية.
- وعندما نستخدم أدوات التواصل الرقمي بمسؤولية واحترام، ننمي التعاون الرقمي ونساهم في جعل البيئة الإلكترونية أكثر أمانًا للجميع.

أهم الكلمات والمصطلحات

Communication	التواصل	Polite words	كلمات مهذبة
Instant chat	دردشة فورية	Direct	مباشر
Skills	مهارات	Indirect	غير مباشر
Email	البريد الإلكتروني	Upset others	يزعج الآخرين
Collaboration	التعاون	Respectfully	باحترام
Forums	منتديات	Responsibly	بمسؤولية
Ethics	أخلاقيات	Inappropriate	غير لائق
Asynchronous	غير متزامن (لاحق)	Later	لاحقًا / بعد
Synchronous	متزامن		



Exercises on Lesson

6

1 Choose the correct answer:

- 1  are an example of synchronous communication.
a. Video calls
b. Emails
c. Recorded videos
d. Paper notes
- 2  are an example of asynchronous communication.
a. Phone calls
b. Direct conversations
c. Emails
d. Live conferences
- 3 Asynchronous communication is useful when you
a. need an immediate answer
b. need time to think
c. are in an emergency
d. want a quick chat
- 4  One of the good rules in communication is
a. mocking others
b. respecting others
c. sending offensive messages
d. ignoring responses
- 5 Communication that occurs at the same time in real time is called communication.
a. synchronous
b. asynchronous
c. postal
d. delayed
- 6 You should avoid sending messages that may upset others.
a. kind
b. repeated
c. helpful
d. short
- 7  You should choose the way of communication according to
a. the situation and time
b. randomness
c. the chances only
d. your personal desires only
- 8 Which of the following is an example of synchronous communication?
a. Emails
b. Educational forums
c. Instant messages
d. Letters

- 9 Good communication helps us build good with our colleagues.
 - a. walls
 - b. relationships
 - c. problems
 - d. secrets
- 10 is/are an example of asynchronous communication.
 - a. Instant messaging
 - b. Phone calls
 - c. Educational forums
 - d. Video chats
- 11 Phone calls are considered
 - a. synchronous communication
 - b. asynchronous communication
 - c. educational forums
 - d. both a and b
- 12  Good communication leads to
 - a. permanent problems
 - b. misunderstanding.
 - c. disconnection
 - d. better collaboration
- 13 Synchronous communication is best for
 - a. quick discussions
 - b. long-term research
 - c. sending large files
 - d. thinking for days
- 14 Digital collaboration becomes easier when we use tools
 - a. responsibly
 - b. respectfully
 - c. rudely
 - d. both a and b
- 15 If you are working on a joint project that needs a quick decision, you should use
 - a. the email
 - b. synchronous communication
 - c. asynchronous communication
 - d. a printed report

2 Put (✓) or (X):

- 1  Synchronous communication means communicating at different times. ()
- 2 In Instant chats, people respond at a later time. ()
- 3  Email is an example of asynchronous communication. ()

- 4 Asynchronous communication is helpful when you don't need an immediate response. ()
- 5 Educational forums are examples of synchronous communication. ()
- 6  One of the communication ethics is using polite words. ()
- 7 Asynchronous communication occurs when people reply later. ()
- 8 Real-time communication is another name for synchronous communication. ()
- 9  Sending many repeated messages is a good way to show activity. ()
- 10 Synchronous communication requires an instant response. ()
- 11 You should respect others' opinions to be a good digital citizen. ()
- 12  Good communication helps improve collaboration. ()
- 13 It is okay to share inappropriate pictures in a group chat. ()
- 14 Digital collaboration makes working on joint projects easier. ()
- 15 You should avoid sharing inappropriate pictures or symbols online. ()
- 16 Choosing the right tool for communication depends on the urgency of the situation. ()
- 17 It is acceptable to use inappropriate symbols if you are talking to a close friend online. ()
- 18 Respecting the opinions of others is a fundamental rule of digital ethics. ()
- 19 Emails are the best tool when you need an immediate response. ()
- 20 Real-time communication is another name for asynchronous communication. ()

Play with PONY

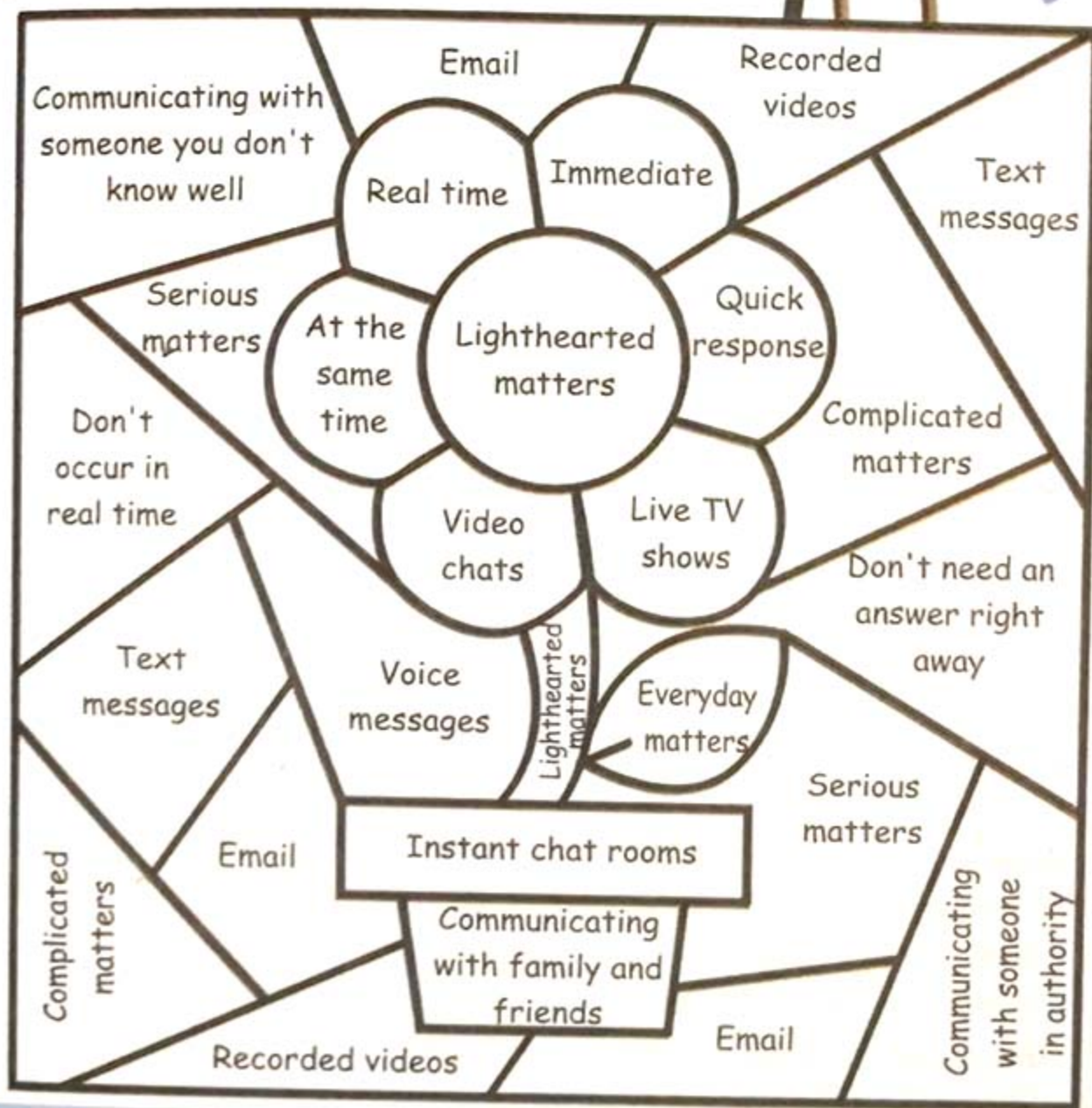
Use the color code below.



Synchronous Communication



Asynchronous Communication



Play with PONY



 Answer the (true) or (false) questions.

1. When you finish all the questions in a column, cross out the matching color letter from 'PONY.'
2. After completing all columns, say 'PONY' and raise your hand.

P

You can use the Internet to help others via social media.

()

The "Startup Boost" makes Microsoft Edge start faster.

()

EKB is one of the unreliable online sources.

()

O

Online meetings are examples of synchronous communication.

()

Google Chrome is the browser that comes with Windows.

()

Amazon is an example of non-commercial websites.

()

N

You should ignore the publication dates of sources.

()

Digital advertisements are always honest.

()

A safe website address starts with http.

()

Y

Online advertisements are always true.

()

Privacy is one of your rights as a digital citizen.

()

Asynchronous communication requires an instant response.

()

Lesson 1

» **Digital Responsibility:** It means thinking about the impact of our actions on the people around us.



- o Use the Internet for communication and learning.
- o Don't use the Internet to hurt others or bully them.
- o Be polite and respectful online.

Rights الحقوق



1 Protection from piracy

مكافحة القرصنة وحماية الحقوق.



2 Ability to engage with others online

القدرة على التفاعل الإيجابي مع الآخرين عبر الإنترنت.



3 Share and access information online

مشاركة المعلومات والحصول عليها عبر الإنترنت.



4 Ability to use the Internet when you need to

استخدام الإنترنت عند الحاجة إليه.

Responsibility المسئوليات



1 Respect others' privacy.

احترام خصوصية الآخرين.



2 Respect various sources.

احترام المصادر المتنوعة للمعلومات.



3 Exhibit positive behavior in interactions with others.

إظهار سلوك إيجابي في التعامل مع الآخرين.



4 Ensuring safe sharing online.

الحرص على المشاركة الآمنة عبر الإنترنت.

» Social Responsibility:

- o Schools and media help spread awareness. They provide tips on how to protect ourselves and others, and how to avoid spreading rumors or false information.
- o Using technology for useful purposes, being honest, respectful, and trustworthy online shows good digital citizenship and makes the Internet safer for everyone.



Lesson 2

» **A website:** It is a group of connected pages that have text, images, and videos.

- o **Menu Bar:** It helps you navigate easily between the pages of the site.

- o **Search Box:** It helps you find specific information quickly.

- o **Interaction Buttons:** They are used to share or save content.

» **Reliable Websites:**

- 1 Egyptian Knowledge Bank (EKB)

- 2 Alexandria Digital Library.

» **How to check if a website is safe:**

- o It belongs to a well-known organization.
- o Information should be clear, accurate, and not fake.
- o Check the website address (URL).

» **Features of a Good Website:**

- o Attractive and organized design.
- o Easy navigation and access to information
- o Organized and clear content written in simple language.

» **Note:** You can build simple websites using tools like Google Sites or WordPress.



Lesson 3



Websites are classified into

- 1 **Commercial Websites**



- 2 **Non-Commercial Websites**

1 Commercial Websites:

- o They are used for buying and selling products or services online.
- o They save time and effort, but you should be careful when using them.



Examples: 1 E-stores (e.g., Amazon)

2 Digital advertisements

2 Non-Commercial Websites:

- o They are used to share knowledge and information without making profits.
- o You can read books, watch lessons, and learn new skills for free.

Examples: 1 Educational websites

2 Digital libraries, such as EKB

3 E-Learning platforms .



Digital libraries:
Such as: **EKB**

» Dealing with Online Advertisements:

- o Be a smart user; some ads can be misleading.
- o They might show low prices or make fake promises to attract customers.

» Safe Shopping Rules:

- o Never share passwords or personal info (like card numbers).
- o Look for the "Padlock" icon or "https" at the start of the URL; this means the site protects your data.



Lesson 4

» **Web browser:** It's a program that helps you browse the Internet easily.

Examples: 1 Google Chrome

2 Microsoft Edge



» Microsoft Edge Features:

- o It comes with Microsoft Windows.
- o It starts very quickly when clicked. (Startup Boost)
- o It keeps the information safe and private.



» Collections Tool in Microsoft Edge:

- o It helps organize research and projects in one place.
- o **Steps to use:** Click the Collections icon → "Start a New Collection" → Type a name → "Add Current Page".
- o Users can **drag and drop** images, videos, or links directly into the collection.

Lesson 5

» Smart Searching: Use accurate keywords to find information quickly.

» There are many types of reliable online sources, such as

- | | |
|------------------------|-----------------------|
| ① Educational websites | ② Digital libraries |
| ③ Online encyclopedias | ④ Scientific articles |

» To know if a website is reliable, check the following:

- ① **Author Name:** Check if it's a known person or organization.
- ② **Date:** Ensure the content is recent or updated.
- ③ **No Mistakes:** Reliable sites have correct spelling and grammar.
- ④ **Organized:** The design should be clear and easy to read.



» Some unknown or unofficial websites may contain false information or fake news.

» Compare information from multiple sources to ensure accuracy.

» Give priority to results from educational or official websites.



- » Always credit the sources used at the end of the project.
This shows respect for the intellectual property rights

Lesson 6

» Ways of digital communication:

1 Synchronous Communication (Direct):

- o It is a real-time communication that occurs at the same time.

» It is useful when:

1. You need a quick discussion or an immediate response.
2. You want to communicate with a group immediately.

- o **Examples:** 1 Video calls 2 Instant chats
3 Phone calls

2 Asynchronous Communication:

- o It happens when you send a message and the other person replies later.
- o It does not require an instant response.

» It is useful when:

1. You need time to think.
2. You don't need an immediate answer.

- o **Examples:** 1 Email 2 Educational forums

» Ethics of Online Communication:

- 1 Use polite words.
- 2 Respect others' opinions.
- 3 Avoid sending many repeated messages.
- 4 Do not share inappropriate pictures or symbols.



Model Exam

1

1 Choose the correct answer:

- 1 Digital citizenship is defined as
a. not sharing information b. using games only
c. using technology in a good and safe way
d. shutting down the Internet
- 2 Social responsibility is
a. helping people and your community
b. working alone only
c. not helping anyone d. spreading rumors
- 3 Examples of reliable information sites include
a. YouTube b. Twitter
c. Facebook d. Egyptian Knowledge Bank (EKB)
- 4 Website content should be
a. very long and boring b. clear and useful
c. confusing and hard to understand
d. far from the basic idea
- 5 Safe shopping means
a. publishing b. giving data to any site
c. using trusted sites d. opening strange links
- 6 Features of Microsoft Edge include
a. security and privacy b. starting quickly
c. slow download d. both a and b
- 7 An example of synchronous communication is
a. emails b. phone calls
c. forum posts d. recorded videos

2 Put (✓) or (x):

- 1 Commercial websites aim to provide free education.
- 2 Email is an example of asynchronous communication.
- 3 One of the ethics of communication is using polite words.
- 4 The Startup Boost makes Microsoft Edge start faster.
- 5 Good communication improves collaboration.
- 6 You can trust any website without checking it.
- 7 A good source mentions the author of the content.
- 8 Intellectual property means respecting others' work.

Model Exam

2

1 Choose the correct answer:

- 1 Digital citizenship means you have rights, such as your

a. keyboard	b. privacy
c. location	d. piracy
- 2 The ability to interact positively with others online is one of your

a. privacy	b. security
c. rights	d. responsibilities
- 3 When using the Internet, you must ensure that the site is

a. reliable and safe	b. unknown
c. without content	d. difficult to use
- 4 is an example of commercial websites.

a. Egyptian Knowledge Bank	b. Wikipedia
c. Amazon	d. YouTube

- 5 The padlock icon means the site is _____.
- a. fake b. secure
- c. slow d. offline
- 6 One of the Microsoft Edge tools that helps organize pages is the _____.
- a. recycle bin b. print list
- c. search engine d. Collections
- 7 When writing a research paper, you must _____.
- a. mention the sources b. hide the sources
- c. delete the references d. ignore the information

2 Put (✓) or (X):

- 1 Comparing sources helps with accuracy. ()
- 2 Mentioning the source in your project shows respect for others' rights. ()
- 3 A web browser is a program used to browse the Internet. ()
- 4 Microsoft Edge cannot be used on the Windows operating system. ()
- 5 Security and privacy are features of the Microsoft Edge browser. ()
- 6 Collections cannot be created within the browser. ()
- 7 You can add the current page to a collection in Microsoft Edge. ()
- 8 Commercial websites only want to spread awareness. ()

2 Put (✓) or (X):

- | | |
|--|-----|
| 1 Educational sites are non-commercial. | () |
| 2 Online advertisements are always real. | () |
| 3 Personal data must be protected when purchasing. | () |
| 4 Safe shopping means being careful of fake websites. | () |
| 5 Information websites are for entertainment only. | () |
| 6 The Egyptian Knowledge Bank is considered a reliable site. | () |
| 7 A website can only be created using complex programs. | () |
| 8 A good design makes the site easy to use. | () |

Model Exam

4

1 Choose the correct answer:

- You can create a simple website using

a. EKB	b. Excel
c. blogs	d. Google Sites
- Interaction buttons can let you content to see later.

a. save	b. erase
c. modify	d. format
- Comparing info from multiple sources ensures

a. profit	b. accuracy
c. speed	d. design
- A simple website can be created using

a. PowerPoint	b. WordPress
c. Excel	d. Paint

- 5 A good and trusted source must contain
 - a. random numbers
 - b. many pictures only
 - c. the author's name
 - d. advertisements
- 6 An example of asynchronous communication is
 - a. direct conversations
 - b. phone calls
 - c. live conferences
 - d. emails
- 7 organizations help spread digital awareness.
 - a. Social
 - b. Private
 - c. Hidden
 - d. Small

2 Put (✓) or (X):

- 1 You must check if the information is correct before you use it. ()
- 2 Educational forums are synchronous tools of communication. ()
- 3 Email is an example of asynchronous communication. ()
- 4 Alexandria Digital Library allows reading books online. ()
- 5 A collection in Microsoft Edge can only contain images. ()
- 6 Accurate keywords are essential for a good search. ()
- 7 You can trust any website without checking it. ()
- 8 Digital citizenship helps make the Internet safer for everyone. ()

Model Exam

5

1 Choose the correct answer:

- 1 To make sure the information is correct, you should
 - a. read one title only
 - b. ignore the sources
 - c. copy texts without review
 - d. compare more than one site

- 2 The means of communication should be chosen according to
 - a. the situation and time
 - b. randomness
 - c. chances only
 - d. your personal desires only
- 3 Good communication leads to
 - a. misunderstanding
 - b. better collaboration
 - c. disconnection
 - d. permanent communication
- 4 Digital citizenship means you have rights, such as your
 - a. keyboard
 - b. location
 - c. privacy
 - d. piracy
- 5 Social responsibility means
 - a. working alone only
 - b. not helping anyone
 - c. spreading rumors
 - d. helping people and your community
- 6 A/An response is needed in synchronous communication.
 - a. delayed
 - b. instant
 - c. slow
 - d. weekly
- 7 Ethics of online communication include avoiding pictures.
 - a. educational
 - b. inappropriate
 - c. beautiful
 - d. funny

2 Put (✓) or (X):

- 1 Information websites are for entertainment only. ()
- 2 Protection from piracy is one of your digital rights. ()
- 3 E-learning platforms are commercial websites. ()
- 4 A good design makes the site easy to use. ()
- 5 You should use inaccurate keywords to find better results. ()
- 6 Spreading rumors is a responsible way to use the Internet. ()
- 7 You can drag and drop text into a Microsoft Edge Collection. ()
- 8 "http" in the URL is more secure than "https". ()

Unit 4

My Digital Project



Unit Lessons:

Lesson 1 Restoring My Deleted Files

Lesson 2 How Do We Collect and Organize Our Data?

Lesson 3 How Do We Design a Presentation That Attracts Others?

Lesson 4 How Do I Create a Distinctive Presentation Using PowerPoint?

Lesson 5 How Do I Design a Simple and Attractive Website?

Lesson 6 From an Idea to a Digital Project

Restoring My Deleted Files

» Have you ever deleted a file by mistake? Don't worry!
You can get it back.

» In this lesson, you will learn how to recover deleted files and how to use software that can help you.



« هل قمت - خطأ - بحذف ملف من قبل؟ لا تقلق! يمكنك استعادته. في هذا الدرس سنتعلم كيفية استرجاع الملفات المحذوفة

وإستخدام البرامج المساعدة.

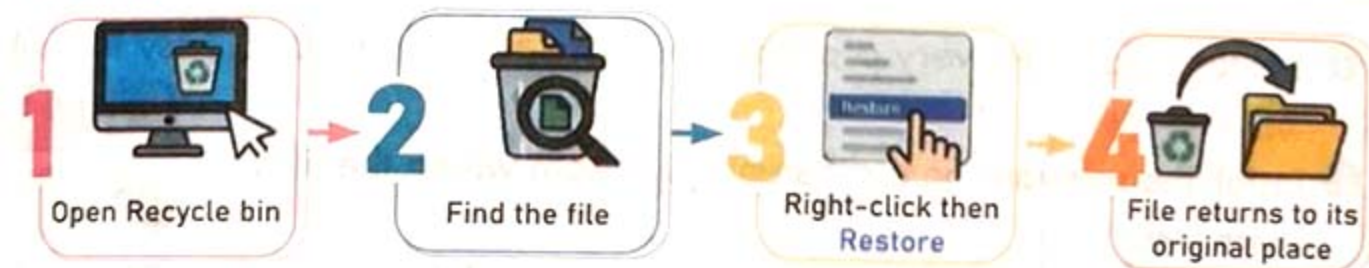
1 Restoring a Deleted File from the Recycle Bin:

» This is the first and easiest step

Case: It works only if:

- 1 The Recycle Bin is **not** empty.
- 2 The file was **not** permanently deleted using "Shift + Delete".

Solution:



- 1 Open the **Recycle Bin** on your desktop.
- 2 Find the file or folder you want to restore.
- 3 **Right-click** on the file, then choose **Restore**.
- 4 The file will return to its original place.

1 استرجاع ملف محذوف من سلة المحذوفات: الخطوة الأولى والأسهل:

الحالة: تعمل هذه الطريقة فقط إذا:

1. لم يتم تفريغ سلة المحذوفات.
2. لم يتم حذف الملف نهائياً باستخدام Shift + Delete.

الحل:

1. افتح سلة المحذوفات من سطح المكتب.
2. ابحث عن الملف أو المجلد الذي تريد استرجاعه.
3. اضغط بزر الفأرة الأيمن على الملف ثم اختر استعادة.
4. سيعود الملف إلى مكانه الأصلي على الكمبيوتر.

2 Advanced File Recovery (Using Special Software):

Case:

The file is permanently deleted or the disk is formatted.

Solution:

- You need special data recovery software like **Recuva** or **Disk Drill**.
- If you accidentally delete a file, stop using the disk drive immediately to avoid overwriting the deleted file, which would make it impossible to recover.



Recuva

2 استرجاع الملفات المتقدم (باستخدام برامج خاصة):

الحالة: إذا تم حذف الملف نهائياً أو تم عمل تهيئة للقرص.

الحل:

- * تحتاج إلى استخدام برامج خاصة لاسترجاع البيانات مثل (Recuva) أو (Disk Drill).
- * إذا قمت بحذف ملف عن طريق الخطأ، يجب التوقف فوراً عن استخدام القرص؛ وذلك لتجنب كتابة بيانات جديدة فوق الملف المحذوف، مما يجعل استرجاعه مستحيلاً.

Steps:

- Select a data recovery program such as **Recuva** (free and easy to use) or **Disk Drill**.
- Install the software on a different drive from where the files were lost.
(i.e: If the files were deleted from Drive **C**, install the program on Drive **D**.)
- Select the location where the files were lost, such as: **C**, **D**, or **USB**.
- Start Scan. Use **Deep Scan** if available. It takes more time, but it can find files deleted a long time ago.
- After scanning, the program will display a list of files that can be recovered.
It usually gives a status of each file, such as **Good**, or **Poor**.
- Preview the files to check that they are not corrupted.
- Select the files you want and click **Restore/Recover**.
- Save the recovered files in a new place. It is preferable to be on a different drive from where they were recovered.



الخطوات:

1. اختر برنامج استرجاع بيانات مثل Recuva (مجاني وسهل الاستخدام) أو Disk Drill.
2. قم بتنصيب البرنامج على قرص مختلف عن القرص الذي فُقدت منه الملفات.
(مثال: إذا تم حذف الملفات من القرص C، قم بتنصيب البرنامج على القرص D).
3. اختر مكان فقدان الملفات مثل: القرص C أو D أو USB.
4. ابدأ عملية الفحص (Scan)، ويفضل استخدام Deep Scan إذا كان متاحًا.
يستغرق وقتًا أطول، لكنه يستطيع العثور على ملفات حُذفت منذ فترة طويلة.
5. بعد انتهاء الفحص، سيعرض البرنامج قائمة بالملفات التي يمكن استرجاعها،
وغالبًا يوضح حالة كل ملف مثل: Good أو Poor.
6. قم بمعاينة الملفات للتأكد من أنها غير تالفة.
7. حدد الملفات التي تريد استرجاعها ثم اضغط Restore / Recover.
8. احفظ الملفات المسترجعة في مكان جديد، ويفضل أن يكون على قرص مختلف عن القرص الذي تم الاسترجاع منه.

أهم الكلمات والمصطلحات

Deleted files	ملفات محذوفة	Permanently	بشكل نهائي
Recover/Restore	استعادة	Warning	تنبيه/تحذير
Mistake	خطأ	Immediately	فورًا
Recycle bin	سلة المهملات	Deep scan	مسح عميق
Right-click	ضغط زر الماوس الأيمن	Disk/Drive	قرص/وحدة تخزين
Original place	المكان الأصلي	Install	تنصيب (البرنامج)
Advanced recovery	استعادة متقدمة		



Exercises on Lesson

1

1 Choose the correct answer:

- 1  The first step to restore a deleted file on a computer is to
 - a. search the Internet
 - b. install a recovery program
 - c. open the Recycle Bin and click Restore
 - d. restart the device
- 2 When you restore a file from the Recycle Bin, it returns to
 - a. its original location
 - b. the Downloads folder
 - c. any folder you choose
 - d. the Desktop
- 3 To recover a file from the Recycle Bin, you should right-click the file and select
 - a. Delete
 - b. Restore
 - c. Edit
 - d. Properties
- 4  If a file is permanently deleted using (Shift + Delete), the best solution is to
 - a. search the Recycle Bin
 - b. rename the file
 - c. use data recovery programs
 - d. copy other files in its place
- 5 is an example of advanced data recovery software.
 - a. Recuva
 - b. Disk Drill
 - c. Excel
 - d. Both a and b
- 6 Saving a new file over a deleted file is called
 - a. restoring
 - b. overwriting
 - c. backing up
 - d. formatting
- 7  When installing a recovery program, it is preferable to install it on
 - a. the same disk where the file was lost
 - b. a different or external disk
 - c. the mobile phone
 - d. the Recycle Bin

- 8 After deleting a file by mistake, you should to restore the file.
- a. defragment the hard disk
 - b. stop using the disk
 - c. format the computer
 - d. install Windows
- 9  The function of the Deep Scan option in recovery programs is to
- a. delete files forever
 - b. make the search faster
 - c. find old deleted files
 - d. reduce the file size
- 10 Restoring a deleted file from the Recycle Bin works only if
- a. the file was permanently deleted
 - b. the Recycle Bin is not empty
 - c. the file was renamed
 - d. the computer is restarted
- 11  When restoring files, it is preferable to save them in
- a. the same disk they were lost from
 - b. the main system folder
 - c. a different disk
 - d. the Desktop
- 12 A file cannot be restored from the Recycle Bin if it was deleted using
- a. Ctrl + Alt + Delete
 - b. Ctrl + C
 - c. Shift + Delete
 - d. drag and drop
- 13 Recuva is a type of data software.
- a. recovery
 - b. drawing
 - c. encryption
 - d. gaming
- 14 The mode takes more time but can find files deleted a long time ago.
- a. Quick Scan
 - b. Deep Scan
 - c. Filter Scan
 - d. Security Scan
- 15 To find the Recycle Bin on your computer, look on
- a. the keyboard
 - b. Drive E
 - c. Recuva
 - d. Desktop

2 Put (✓) or (X):

- 1 Restoring files from the Recycle Bin is the easiest way to recover deleted files. ()
- 2  Permanently deleted files can be restored without using any external programs. ()
- 3 You can preview files like photos before recovering them. ()
- 4  You should stop using the disk after files are deleted and before trying to recover them. ()
- 5  Recuva is a free program that can be used to recover deleted files. ()
- 6  It is better to install the recovery program on the same disk from where the files were deleted. ()
- 7 Recovery programs cannot restore files from a formatted disk. ()
- 8  The Deep Scan option helps find files deleted a long time ago. ()
- 9 Using "Shift + Delete" sends the file to the Recycle Bin. ()
- 10 When a file is restored from the Recycle Bin, it returns to its original location. ()
- 11 You should install the recovery software on Drive C if you lost files from Drive C. ()
- 12 Recovering a file is impossible if its data has been overwritten by new information. ()
- 13 "Poor" recovery status means the file may be damaged. ()
- 14 Once a file is deleted from the Recycle Bin, it is impossible to restore it again. ()
- 15 You should always check the Recycle Bin first before downloading any recovery software. ()

Play with PONY

Help the robot restore a deleted file from the Recycle Bin by ordering the steps below:



- ☐ Find the file you want to restore.
- ☐ The file will return to its original place.
- ☐ Open the Recycle Bin.
- ☐ Right-click on the file, then choose Restore.

1 What Is Data?

- » Data is a collection of raw information that we use to understand a topic or answer a question.
- » For example, if you want to know your classmates' favorite fruit, you collect data by asking them.



1 ما هي البيانات؟

- » البيانات هي مجموعة من المعلومات الخام التي نستخدمها لفهم موضوع أو للإجابة على سؤال.
- » على سبيل المثال: إذا أردت معرفة الفاكهة المفضلة لزملائك في الصف، فإنك تجمع البيانات عن طريق سؤالهم.

2 Data Collection Methods:

We can collect data in different ways:



- » It is important to choose the appropriate method depending on the type of information you are looking for.

1 طرق جمع البيانات:

يمكننا جمع البيانات بطرق مختلفة:

1. طرح الأسئلة.
2. الملاحظة المباشرة.
3. الكتب.
4. المواقع الإلكترونية.

» من المهم اختيار الطريقة المناسبة حسب نوع المعلومات التي تبحث عنها.

3 Organize the Data:

- » After collecting the data, it should be organized to be easy to understand.
- » The best ways to organize data are:



Tables



Graphs / Charts

- 1 **Tables:** Data are placed in rows and columns.
- 2 **Graphs/Charts:** They show results in a visual and easy to read way.

- » Microsoft Excel helps us organize data quickly.

With Excel, you can:

1

Enter numbers



2

Create tables



3

Create charts / graphs



- MS Excel shows information more accurately and attractively.

- » To show data in an attractive and easy-to-understand way:



- » This helps the reader understand the table or graph better.
- » In this way, organized and clear data will help us make **smart decisions**.

بعد جمع البيانات، يجب تنظيمها لتكون سهلة الفهم.

أفضل طرق تنظيم البيانات:

1. الجداول: حيث توضع البيانات في صفوف وأعمدة.

2. الرسوم البيانية / المخططات: تعرض النتائج بطريقة بصرية وسهلة القراءة.

برنامج مايكروسوفت إكسل يساعدنا على تنظيم البيانات بسرعة.

مع إكسل يمكنك: إدخال الأرقام، وإنشاء الجداول، وإنشاء المخططات / الرسوم البيانية.

إكسل يعرض المعلومات بدقة وبشكل جذاب.

لعرض البيانات بطريقة جذابة وسهلة الفهم استخدم الألوان، وأضف العناوين، وضع تسميات بشكل صحيح.

هذا يساعد القارئ على فهم الجدول أو الرسم البياني بشكل أفضل.

بهذه الطريقة، تساعد البيانات المنظمة والواضحة على اتخاذ قرارات ذكية.

4 Verifying Data:

» Before showing data, make sure it is correct and accurate.

» Using incorrect data or unreliable sources leads to wrong results.

» Therefore, verify the sources and ensure the information is correct and updated.



4 التحقق من البيانات:

قبل عرض البيانات، تأكد من أنها صحيحة ودقيقة.

استخدام بيانات غير صحيحة أو مصادر غير موثوقة يؤدي إلى نتائج خاطئة.

لذلك تحقق من المصادر وتأكد من صحة المعلومات وتحديثها.

أهم الكلمات والمصطلحات

Collecting data	جمع البيانات	Graphs	رسوم بيانية
Raw information	معلومات أولية	Microsoft Excel	برنامج إكسل
Observation	الملاحظة	Rows and columns	صفوف وأعمدة
Classmates	زملاء الفصل	Professional	احترافي
Organizing	تنظيم	Accurate	دقيق
Presenting	عرض (البيانات)	Attractive	جذاب
Tables	جداول	Verifying data	التحقق من البيانات
Labels	تسميات	Titles	عناوين

Exercises on Lesson 2

1 Choose the correct answer:

- 1  Data is defined as
 - a. raw information
 - b. final results
 - c. random numbers
 - d. images only
- 2 We can collect data through
 - a. observations
 - b. books
 - c. websites
 - d. all of them
- 3 After collecting data, it should be
 - a. deleted quickly
 - b. left messy
 - c. organized clearly
 - d. none of them
- 4  The tools used for presenting data include
 - a. tables
 - b. graphs
 - c. pens only
 - d. both a and b
- 5 The BEST way to show results in a visual and easy-to-read way is through
 - a. raw notes
 - b. graphs
 - c. unorganized text
 - d. none of them
- 6 Using sources leads to wrong results.
 - a. reliable
 - b. updated
 - c. unreliable
 - d. verified
- 7  Which program is used to organize data and numbers?
 - a. Word
 - b. Excel
 - c. Paint
 - d. PowerPoint only

- 8 is a collection of raw information that we use to understand a topic.
- a. Software
 - b. Decision
 - c. Data
 - d. Chart
- 9 In, data is organized into rows and columns.
- a. a text box
 - b. a table
 - c. a graph
 - d. none of them
- 10  It is important to make sure that data is
- a. correct and accurate
 - b. from an unknown source
 - c. incomplete
 - d. old
- 11 If you want to know which sports your friends like by watching them play during break time, you are using
- a. books and websites
 - b. direct observation
 - c. a digital library
 - d. a search engine
- 12 To show data in an attractive and easy-to-understand way, you can
- a. add titles
 - b. add labels
 - c. use colors
 - d. all of them
- 13 Before showing data, you must the sources to ensure the information is correct.
- a. verify
 - b. delete
 - c. change
 - d. ignore
- 14  A good presentation makes the information
- a. boring
 - b. vague
 - c. clear and understandable
 - d. unorganized
- 15 Organized data helps us
- a. skip thinking
 - b. make decisions
 - c. reduce work
 - d. avoid results

2 Put (✓) or (X):

- 1  Data are the final results ready for use. ()
- 2 Organized and clear data help us make smart decisions. ()
- 3  Data can be collected from more than one source. ()
- 4 Asking questions is not a method for collecting data. ()
- 5 Using incorrect data or unreliable sources leads to wrong results. ()
- 6  Excel cannot be used to present information. ()
- 7 Colors help presenting data in an attractive way. ()
- 8  Organizing data helps us understand it better. ()
- 9 A graph is a visual way to represent numbers and results. ()
- 10 You can only collect data by asking people questions. ()
- 11 Microsoft Excel can be used to enter numbers and create charts. ()
- 12  We must check data accuracy before presenting it. ()
- 13 Excel helps us organize data and create graphs quickly. ()
- 14 Adding titles and labels helps the reader understand the table or graph better. ()
- 15 The information found in books and on websites cannot be used as a source for data. ()

Play with PONY

Word Search



Find the following words in the puzzle.

wrong – Organized – graphs – Verify – Data – Excel

V	C	Y	J	S	S	W	Q	D	D	H	D	R	W	Z
X	L	K	I	M	J	L	E	A	K	L	E	U	M	X
G	F	Z	O	A	X	Z	R	T	C	F	C	S	E	B
A	A	A	X	I	I	E	I	A	Q	S	Y	Z	U	C
G	V	C	E	N	V	V	B	G	E	M	F	D	S	S
F	R	E	A	B	V	D	S	N	V	B	Y	T	Z	Y
A	K	G	R	H	J	B	V	O	W	X	F	U	Q	U
V	R	K	A	I	V	N	O	R	W	T	F	F	P	O
O	G	Z	N	B	F	R	G	W	D	N	G	U	T	X
Q	G	S	U	E	C	Y	Y	Z	T	Q	Z	G	E	H
K	U	P	X	R	Q	Q	F	Y	N	T	N	C	V	X
Z	Q	C	I	H	P	I	U	O	Y	R	N	J	C	J
F	E	C	K	V	B	G	R	A	P	H	S	U	F	W
L	E	J	N	B	X	P	C	L	C	Q	E	J	F	W
U	I	C	I	Q	S	J	R	R	B	C	W	X	E	V



- 1 is a collection of raw information that we use to understand a topic or answer a question.
- 2 The BEST way to show results in a visual and easy-to-read way is
- 3 The program is used to organize data and numbers.
- 4 Using incorrect data or unreliable sources leads to results.
- 5 the sources and ensure the information is correct and updated.
- 6 and clear data will help us make smart decisions.

Test Yourself

on

Lessons
1&2

1 Choose the correct answer:

- 1 Deleted files are kept temporarily in
a. Microsoft Excel
b. the Recycle Bin
c. the Control Panel
d. My Documents
- 2 Data is defined as a collection of
a. results
b. animations
c. raw information
d. none of them
- 3 Collecting information by watching what people do is called
a. graphing
b. observing
c. organizing
d. emailing
- 4 To organize numbers in rows and columns, we use
a. MS Excel
b. WordArt
c. Chrome
d. Movie Maker
- 5 Using the shortcut (Shift + Delete) deletes files
a. to the Recycle Bin
b. permanently
c. temporarily
d. none of them
- 6 A colorful visual way to show numbers and results is through
a. long text
b. books
c. graphs
d. none of them
- 7 To return a deleted file from the Recycle Bin, click
a. Empty
b. Delete
c. Cut
d. Restore

2 Put (✓) or (X):

- 1 Data can only be collected online. ()
- 2 In the Recuva program, Deep Scan takes more time but finds more files. ()
- 3 You can easily recover files after emptying the Recycle Bin. ()
- 4 Websites are one way to collect data. ()
- 5 Organizing data in tables makes it hard to understand. ()
- 6 Excel can create graphs with just a few clicks. ()
- 7 Observation means talking to people to know their opinions. ()
- 8 Using titles and labels makes data easier to understand. ()

Lesson

3

How Do We Design a Presentation That Attracts Others?

- » When presenting an idea or project, it's not enough to just write the information.
- » A presentation should be clear, interesting, and easy to understand.
- » Use multimedia, such as :



Pictures



Colors

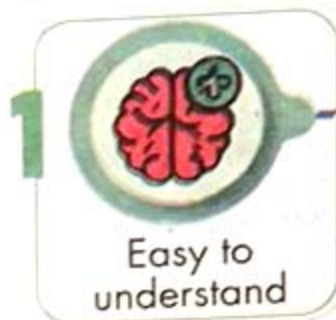


Sounds



Videos

- » Using **multimedia** can make your presentation:



Easy to understand



More engaging



Memorable for a long time

- » عند تقديم فكرة أو مشروع، لا يكفي أن نكتب المعلومات فقط.
 - » يجب أن يكون العرض التقديمي واضحًا، وممتعًا، وسهل الفهم.
 - » استخدام الوسائط المتعددة مثل الصور، والألوان، والأصوات، ومقاطع الفيديو يمكن هذا أن يجعل العرض التقديمي:
1. أكثر تشويقًا.
 2. سهل الفهم.
 3. يظل العرض في الذاكرة لفترة طويلة.

Tools for Creating Presentations

- » Some excellent tools used for making presentations include:

1 PowerPoint:

- » It is used to create **slides** with text, images, shapes, and animations.
- » You can also use **WordArt** to add visually appealing text.

2 Movie Maker:

- » It is used to create short videos to support your presentation.



« أدوات إنشاء العروض التقديمية

من الأدوات الممتازة المستخدمة في إعداد العروض التقديمية ما يلي:

1. PowerPoint

• يُستخدم لإنشاء شرائح تحتوي على نصوص، وصور، وأشكال، ورسوم متحركة.

• يمكن أيضًا استخدام WordArt لإضافة نصوص ذات مظهر جذاب.

2. Movie Maker

• يُستخدم لإنشاء مقاطع فيديو قصيرة لدعم العرض التقديمي.

Rules for an Effective Presentation

- 1 Keep the slides short and clear.
- 2 Focus on one main idea per slide.
- 3 Use matching colors and clear fonts to make the slides easy to read.
- 4 Arrange the slides in a logical order:



- 5 When adding sounds or videos:
 - Choose them carefully to support your idea, not distract the audience.
 - Appropriate sounds or calm music can make your presentation more effective and enjoyable.



« قواعد العرض التقديمي الفعال:

1. اجعل الشرائح قصيرة وواضحة.
2. ركّز على فكرة رئيسية واحدة في كل شريحة.
3. استخدم ألوانًا متناسقة وخطوطًا واضحة لتكون الشرائح سهلة القراءة.
4. رتب الشرائح ترتيبًا منطقيًا:
المقدمة ← عرض المعلومات خطوة بخطوة ← الخاتمة أو التوصيات
5. عند إضافة الصوت أو الفيديو:
 - اختر الصوت أو الفيديو بعناية لدعم الفكرة وليس لتشتيت انتباه الجمهور.
 - الأصوات المناسبة أو الموسيقى الهادئة يمكن أن تجعل العرض التقديمي أكثر فاعلية وممتعة.

Finally, the goal of any presentation is to:



« في النهاية، الهدف من أي عرض تقديمي هو:

1. أن يكون مفيدًا.
2. أن يكون ممتعًا.
3. أن يوضح الفكرة بشكل واضح.
4. أن يجعل الجمهور مهتمًا ومتحمسًا.

أهم الكلمات والمصطلحات

Presentation	عرض تقديمي	WordArt	فن الكلمات (تنسيق فني)
Attract others	جذب الآخرين	Animations	رسوم متحركة
Multimedia	وسائط متعددة	Short/Brief	مختصر / قصير
Images & sounds	صور وأصوات	Clear font	خط واضح
PowerPoint	برنامج باوربوينت	Introduction	مقدمة
Slides	شرائح	Conclusion	خاتمة / نهاية
Creative tools	أدوات إبداعية	Distract	تشيت (الجمهور)
Audience	الجمهور / المشاهدون	Step-by-step	خطوة بخطوة

3

1

- 1 The goal of any presentation is to be
a. strictly text
b. informative and fun
c. very long
d. confusing
- 2  One of the best tools to present ideas in an interesting way is
a. PowerPoint
b. Paint only
c. the browser
d. the email
- 3 Using multimedia, such as pictures and videos, can make your presentation
a. memorable
b. more engaging
c. easy to understand
d. all of them
- 4  To make a presentation attractive, we use
a. lots of text
b. long slides
c. small fonts
d. images and colors
- 5 To add visually appealing text in PowerPoint, you can use
a. movies
b. WordArt
c. sounds
d. all of them
- 6  The presentation slides should be
a. full of text
b. short and clear
c. full of numbers
d. unorganized
- 7 An effective presentation should focus on main idea(s) per slide.
a. one
b. three
c. four
d. many

- 8  Using videos in a presentation helps to
 a. attract attention
 b. distract the students
 c. cancel the main idea
 d. only make the time longer
- 9 The tool used to create short videos to support your presentation is
 a. WordArt
 b. PowerPoint
 c. Movie Maker
 d. both a and b
- 10 is used to create slides that contain text, images, and animations.
 a. PowerPoint
 b. Movie Maker
 c. Word
 d. Excel
- 11  A good presentation makes the idea
 a. vague
 b. difficult
 c. easy to understand
 d. boring
- 12 WordArt in PowerPoint is used to add
 a. extra slides
 b. attractive text
 c. large videos
 d. new transitions
- 13 The slides should be arranged in a logical order, starting with the
 a. conclusion
 b. introduction
 c. recommendations
 d. step-by-step info
- 14 can make your presentation more effective and enjoyable.
 a. Calm music
 b. Loud noises
 c. Dark images
 d. Many colors
- 15 When adding sounds or videos, you should choose them carefully to
 a. distract the audience
 b. make the slide long
 c. support your idea
 d. hide the text

2 Put (✓) or (X):

- 1  A good presentation does not need organization. ()
- 2 Multimedia helps the presentation be memorable for a long time. ()
- 3  Images and videos can be used to attract attention. ()
- 4 It is enough to just write the information when presenting a project. ()
- 5  Long slides are better in a presentation. ()
- 6 Slides should contain many different ideas. ()
- 7  PowerPoint is one of the most popular presentation programs. ()
- 8 Appropriate sounds should support your idea, not distract the audience. ()
- 9 Movie Maker is used to create slides with text and shapes. ()
- 10  Using colors helps people understand ideas better. ()
- 11 Calm music can make a presentation more enjoyable. ()
- 12 The goal of a presentation is to confuse the audience. ()
- 13 WordArt is a PowerPoint tool used to make the text more visually appealing. ()
- 14 A successful presentation ends with a conclusion that summarizes the results. ()
- 15 The conclusion or recommendations should come at the beginning of the slides. ()

Play with PONY



Help the robot find its cat
by arranging the PowerPoint
slides in a logical order:

Help!



Information

Introduction

Conclusion

Conclusion

Information

Conclusion

Conclusion

Introduction



How Do I Create a Distinctive Presentation Using PowerPoint?

A presentation

- » It is an easy and attractive way to explain an idea or a topic to others using a computer.

« العرض التقديمي: هو طريقة سهلة وجذابة لشرح فكرة أو موضوع للآخرين باستخدام الكمبيوتر.

- A presentation helps us organize our ideas and explain them using sounds and images.

So that the audience can understand easily and enjoy watching.

• يساعدنا العرض التقديمي على تنظيم أفكارنا وشرحها باستخدام الأصوات والصور، بحيث يستطيع الجمهور فهمها بسهولة والاستمتاع بالمشاهدة.

P MICROSOFT POWERPOINT

- » It is one of the most popular programs used to create presentations.

- » With PowerPoint, you can:

- 1 Create slides to write information.
- 2 Add pictures, drawings, and sounds to make the presentation clearer and more attractive.



• مايكروسوفت باوربوينت هو أحد أكثر البرامج شيوعاً المستخدمة لإنشاء العروض التقديمية.

• باستخدام باوربوينت، يمكنك:

1. إنشاء شرائح لكتابة المعلومات.
2. إضافة صور ورسومات وأصوات لجعل العرض أكثر وضوحاً وجاذبية.

Design Tips for an Effective Presentation

» When designing a presentation, you should:

- 1 Choose matching colors that are comfortable for the eyes.
 - 2 Use a clear and large font so everyone can read easily.
 - 3 Do not use too much text on one slide.
 - 4 Write only important points to keep the slides short and clear.
 - 5 Use pictures and multimedia to support your idea.
- » A picture or video can explain your idea faster than text and make the presentation more interesting.



نصائح لتصميم عرض تقديمي فعال:

« عند تصميم العرض التقديمي، يجب عليك:

- اختيار ألوان متناسقة ومريحة للعينين.
- استخدام خط واضح وكبير حتى يتمكن الجميع من القراءة بسهولة.
- عدم استخدام الكثير من النص في شريحة واحدة.
- كتابة النقاط المهمة فقط للحفاظ على الشرائح قصيرة وواضحة.
- استخدام الصور والوسائط المتعددة لدعم فكرتك. يمكن للصورة أو الفيديو أن يشرح فكرتك أسرع من النص ويجعل العرض أكثر إثارة.

Presentation Structure

» Arrange the presentation in an organized way:



- 1 **Introduction:** Introduce the topic and explain the main idea.
- 2 **Main Presentation:** Present the important information or steps.
- 3 **Conclusion:** Summarize the topic and give a final result or recommendation.

هيكل العرض التقديمي:

« رُتِبَ العرض التقديمي بطريقة منظمة:

1. المقدمة: قدم الموضوع وشرح الفكرة الرئيسية.
2. العرض الرئيسي: قدم المعلومات أو الخطوات المهمة.
3. الخاتمة: لخص الموضوع وقدم نتيجة نهائية أو توصية.

Practice and Review

الممارسة والمراجعة

- » Before presenting, it is important to practice speaking confidently.
- » You can practice in front of your colleagues or in front of a mirror to get used to your posture and tone of voice.
- » Self-confidence makes the presentation more impactful and persuasive.
- » Finally, it is important to review the presentation before showing it to others.
- » Make sure there are no spelling, grammar, or technical mistakes.
- » Make sure each slide is well organized.
- » Reviewing your work shows care and attention.



By following these steps, you can give a clear and interesting presentation that explains your ideas confidently and professionally.

- قبل التقديم، من المهم ممارسة التحدث بثقة.
- يمكنك التدريب أمام زملائك أو أمام المرآة لتعتاد على وضعية جسدك ونبرة صوتك.
- الثقة بالنفس تجعل العرض أكثر تأثيراً وإقناعاً.
- وأخيراً، من المهم مراجعة العرض قبل عرضه على الآخرين.
- تأكد من عدم وجود أخطاء إملائية أو نحوية أو تقنية.
- تأكد من أن كل شريحة منظمة جيداً.
- مراجعة عملك تظهر الاهتمام والعناية.
- باتباع هذه الخطوات، يمكنك تقديم عرض واضح وممتع يشرح أفكارك بثقة واحترافية.

أهم الكلمات والمصطلحات

جذاب	Important points	نقاط مهمة
Attractive	Persuasive	مقنع
Multimedia	وسائط متعددة	يُلخّص
Graphics	رسومات	تدريب / ممارسة
Large font	خط كبير	الثقة بالنفس
Posture	وضعية الجسم	مراجعة
Technical problems	مشاكل تقنية	أخطاء إملائية
Exciting	مشوق / مثير	النتيجة النهائية
Impactful	مؤثر	Final result



Exercises on Lesson

4

1 Choose the correct answer:

- 1  is a program used to create presentations.
a. Excel
b. Paint
c. PowerPoint
d. Internet
- 2 PowerPoint allows you to add
a. pictures
b. sounds
c. web pages
d. both a and b
- 3  An effective presentation depends on
a. speaking very fast
b. randomness
c. good organization and self-confidence
d. deleting images
- 4 When designing a presentation, you should choose colors.
a. dark
b. too many
c. matching
d. invisible
- 5  The best way to start a presentation is with
a. a simple introduction
b. jumping to the conclusion
c. ignoring the title
d. showing images only
- 6 In the, you summarize the topic and give recommendations.
a. introduction
b. conclusion
c. main presentation
d. design tips
- 7 A picture or video can
a. distract the viewer
b. replace the presenter
c. do nothing
d. explain ideas faster

- 90 ICT Prim. 5 - Second Term

2 Put (✓) or (X):

- 1 Microsoft PowerPoint is a popular program for creating presentations. ()
- 2  A presentation is only for playing and fun. ()
- 3 A presentation should have an introduction, a main part, and a conclusion. ()
- 4 It is important to choose colors that are comfortable for the eyes. ()
- 5  The font on the presentation slides should be clear and easy to read. ()
- 6 You cannot add sounds to your presentation. ()
- 7  There is no need to practice before the presentation. ()
- 8 Each slide in a PowerPoint presentation should be well organized. ()
- 9 A large font is only necessary for the title of the presentation. ()
- 10  Images help clarify ideas. ()
- 11 Practicing the presentation can be done in front of a mirror to check your posture. ()
- 12  It is important to review the presentation before presenting it. ()
- 13 You should use much text on each slide. ()
- 14 The introduction gives the final result or recommendation of the presentation. ()
- 15 You should practice speaking confidently before giving your presentation. ()
- 16 Self-confidence helps make your presentation more persuasive. ()
- 17 Spelling and grammar errors do not affect the presentation. ()

Play with PONY



Help the robot visit his friend.

Draw a line from the blue star to the green star:

Follow Power Point features:



Pictures

Videos



Bold text

Different background

Edit movie

Shapes

Formatting tools

Images

Graphs

Create spreadsheet

WordArt

Charts

Audio

Add up numbers

Drawing

Graphs

Create websites



Slides

Test Yourself

on

Lessons
3&4

1 Choose the correct answer:

- 1 Multimedia in your presentation includes
a. images and videos b. only plain text
c. only numbers d. empty pages
- 2 is a tool that makes text and titles more interesting.
a. Movie Maker b. WordArt
c. Excel d. Windows
- 3 Each PowerPoint slide should contain
a. many ideas b. too much text
c. random pictures d. one main idea
- 4 To read text from far away, the font should be
a. very small b. very blurry
c. large and clear d. none of them
- 5 Practicing before your presentation helps you build
a. confidence b. new files
c. graphs d. Internet links
- 6 is a program used to create short videos.
a. Excel b. PowerPoint
c. Movie Maker d. WordArt
- 7 Reviewing your presentation helps you find the
a. screen color b. spelling mistakes
c. teacher's name d. Internet speed

2 Put (✓) or (X):

- 1 PowerPoint is a popular program for creating presentations. ()
- 2 You should keep slides short and clear. ()
- 3 You should put as many ideas on a single slide. ()
- 4 Movie Maker is used to create short videos. ()
- 5 Multimedia makes a project more memorable. ()
- 6 All information should be written on one slide. ()
- 7 Unrelated sounds or videos can distract the audience. ()
- 8 The conclusion introduces the topic for the first time. ()

What is a Web Page?

» A web page is what we see when we visit a website.

A web page may include:

1

Text



2

Images



3

Links



- » Links help a visitor move to another page easily.
- » Every website has many web pages.
- » Each web page shows specific content or idea.



ما هي صفحة الويب؟

« صفحة الويب هي ما نراه عندما نزرع موقعًا على الإنترنت.

- قد تحتوي صفحة الويب على نصوص، وصور، وروابط.
- تساعد الروابط الزائر على الانتقال إلى صفحة أخرى بسهولة.
- كل موقع إلكتروني يحتوي على العديد من صفحات الويب.
- كل صفحة ويب تعرض محتوى أو فكرة محددة.

How to Design a Web Page?

- » To create a web page, we use **HTML**.
- » HTML is the basic language used to create websites.



With HTML, you can:

Write headings and text



Add Images



Add links to other pages



5

Lesson

كيف نصمم صفحة ويب؟

« لإنشاء صفحة ويب، نستخدم لغة HTML.

« HTML هي اللغة الأساسية المستخدمة في إنشاء مواقع الويب.

« باستخدام HTML، يمكنك كتابة العناوين والنصوص، إضافة الصور، إضافة روابط لصفحات أخرى.

Tips for Creating a Good Web Page

» When creating a web page, you should:

1

Keep It Simple



2

Use a Clear Heading



3

Add Supporting Images



4

Pick Matching Colors



5

Test All Your Links



- 1 Keep the web page simple and easy to use, so the visitor doesn't get confused.
- 2 Create a clear **heading** at the top that shows what the page is about.
- 3 Use **images** that support your idea.
- 4 Use matching colors. Colors make the page look attractive and comfortable for the eyes.
- 5 Check that all links work properly.
Broken links can annoy visitors and make them leave.

» You can create a simple page to show:



A story



A school project



Personal biography

» Use easy design tools to help you write text and add images easily.

« عند إنشاء صفحة ويب، يجب أن:

- تحافظ على الصفحة بسيطة وسهلة الاستخدام حتى لا يختلط الأمر على الزائر.
 - تنشئ عنوانًا واضحًا في أعلى الصفحة يوضح موضوعها.
 - تستخدم صورًا تدعم الفكرة التي تريد عرضها.
 - تستخدم ألوانًا متناسقة، فالألوان تجعل الصفحة جذابة ومريحة للعين.
 - تتأكد من أن جميع الروابط تعمل بشكل صحيح؛ لأن الروابط المعطلة تزجج الزوار وتجعلهم يغادرون الصفحة.
- « يمكنك إنشاء صفحة بسيطة لعرض قصة، أو مشروع مدرسي، أو سيرة ذاتية شخصية.
- « استخدم أدوات تصميم سهلة تساعدك على كتابة النصوص وإضافة الصور بسهولة.

Reviewing and Testing the Page

» When you finish the design:

- Review the web page as if you were a visitor.
- Check if it is user-friendly and attractive.
- Make sure the content is organized and clear.



Remember

A good web design is not just about looking attractive. It should also be:

- Useful.
- Easy to navigate.
- Encouraging visitors to return.

مراجعة واختبار الصفحة:

« عند الانتهاء من التصميم:

- راجع صفحة الويب وكأنك زائر.
- تأكد من أنها سهلة الاستخدام وجذابة.
- تأكد من أن المحتوى منظم وواضح.

تذكر:

تصميم الويب الجيد لا يقتصر على الشكل الجميل فقط، بل يجب أن:

- يكون مفيداً.
- يكون سهل التصفح.
- يشجع الزوار على العودة مرة أخرى.

أهم الكلمات والمصطلحات

Web page	صفحة ويب	Confused	مرتبك / متحير
Links	روابط	Matching colors	ألوان متناسقة
User-friendly	سهل الاستخدام	Broken link	رابط لا يعمل (معطل)
Organized	منظم	Navigate	يتنقل (داخل الموقع)
Basic language	لغة أساسية	Visitor	زائر
heading	عناوين	Simple	بسيط
Create	يُنشئ / يصنع	Support your idea	تدعم فكرتك
Biography	سيرة ذاتية		



Exercises on Lesson

5

1 Choose the correct answer:

- 1 A/An is what we see when we visit a website.
a. printer
b. email
c. web page
d. none of them
- 2  A web page consists of
a. text
b. images
c. links
d. all of them
- 3 To move from one web page to another easily, visitors use
a. links
b. images
c. texts
d. headings
- 4  is a programming language used to create websites.
a. Excel
b. Word
c. HTML
d. PowerPoint
- 5 A clear heading that shows the page topic should be placed at the
a. bottom
b. top
c. side
d. middle
- 6  A web page should be
a. full of advertisements
b. easy to use
c. crowded with text
d. unclear
- 7 Images should be used to
a. replace all text
b. distract readers
c. support the idea
d. hide information

- 8  Using matching colors makes the page
- a. attractive
 - b. unorganized
 - c. slow
 - d. hard to read
- 9 You can create a simple web page to show a
- a. story
 - b. school project
 - c. personal biography
 - d. all of them
- 10  Links on your web page must be
- a. correct and working
 - b. random and too many
 - c. repetitive
 - d. unimportant
- 11 Visitors may leave a website if they find
- a. matching colors
 - b. clear headings
 - c. broken links
 - d. useful content
- 12 After finishing the design, you should review the page as if you were a
- a. teacher
 - b. visitor
 - c. programmer
 - d. stranger
- 13 A good web design is not just about looking attractive, it should also be
- a. useful
 - b. difficult to navigate
 - c. confusing
 - d. broken
- 14 Every website contains
- a. only one page
 - b. many web pages
 - c. no images
 - d. none of them
- 15 A good web page should encourage visitors to
- a. leave quickly
 - b. close the browser
 - c. stop reading
 - d. return again

2 Put (✓) or (X):

- 1 A web page is what we see when we visit a website. ()
- 2  HTML is a programming language used to create websites. ()
- 3 Every website consists of only one single web page. ()
- 4  A web page contains only text. ()
- 5 Links help visitors move to other pages easily. ()
- 6  A good web page is difficult to use. ()
- 7 A clear heading should be placed at the bottom of the page. ()
- 8 You can use HTML to add links to other pages. ()
- 9 Images should be used even if they do not support the idea. ()
- 10  Using nice colors makes a website more attractive. ()
- 11 A good website should be hard to navigate. ()
- 12 You should avoid adding a title to your web page to surprise visitors. ()
- 13  Links should be verified before publishing the page. ()
- 14 Good design of a website means only using beautiful colors. ()
- 15 Broken links are helpful because they give visitors a break from reading. ()
- 16 HTML is a language used to create presentations like PowerPoint. ()

Play with PONY

Guess who am I?

- I am what you see when you visit a website.
- I may include text, images, and links.
- A visitor can move to another page by using links.
- I show specific content or idea.
- You use HTML to create me.



I am

.....



Lesson

6

From an Idea to a Digital Project

1 Starting with the Idea:

» When we want to create a simple digital project, we begin with a **clear idea**.

» The idea is what the project is about. For example:

- A small website about animals
- A digital presentation about garden plants
- A short video explaining a school activity



» After choosing the idea, we make a simple **action plan**.

In this plan, we write:

- What needs to be done.
- Who will do each task.
- When each task will be finished.

Action Plan



» This plan helps the team work in an organized way.

1 البدء بالفكرة:

« عندما نريد إنشاء مشروع رقمي بسيط، نبدأ بفكرة واضحة.

« الفكرة هي ما يدور حوله المشروع، مثل:

- موقع إلكتروني صغير عن الحيوانات.
- عرض تقديمي رقمي عن نباتات الحديقة.
- فيديو قصير يشرح نشاطاً مدرسياً.

« بعد اختيار الفكرة، نقوم بعمل خطة عمل بسيطة، في هذه الخطة نجيب عما يلي:

• ما الذي يجب القيام به؟

• من سينفذ كل مهمة؟

• متى سيتم الانتهاء من كل مهمة؟

« تساعد هذه الخطة الفريق على العمل بطريقة منظمة.

2 Collecting Digital Resources:

» We also need to collect digital resources, such as:

- 1 A computer or tablet.
- 2 Software like Word or PowerPoint.
- 3 Images or audio if needed.
- 4 An Internet connection for research or sharing.

» We should decide on the tools and materials we will use before starting.



2 جمع الموارد الرقمية:

» نحتاج أيضًا إلى جمع الموارد الرقمية، مثل:

١. جهاز كمبيوتر أو جهاز لوحي.
٢. برامج مثل Word أو PowerPoint.
٣. صور أو ملفات صوتية عند الحاجة.
٤. اتصال بالإنترنت للبحث أو المشاركة.

» يجب أن نحدد الأدوات والمواد التي سنستخدمها قبل البدء.

3 Analyzing Project Needs:

- What type of information will we use? (Text, images, or numbers)
- Which tools will help us organize and present the information?

» This analysis makes implementation easier and reduces surprises during the work.

3 تحليل احتياجات المشروع:

» ما نوع المعلومات التي سنستخدمها؟ (نصوص، صور، أرقام)

» ما الأدوات التي ستساعدنا على تنظيم المعلومات وعرضها؟

» هذا التحليل يجعل تنفيذ المشروع أسهل ويقلل من المفاجآت أثناء العمل.

4 Teamwork and Roles:

» Each team member should have a role, such as:

- Who will research the information.
- Who will write the text.
- Who will prepare the images.
- Who will present the project.



My Digital Project

- » Teamwork means everyone works together and supports each other.
- » This helps finish the project quickly and with better quality.

العمل الجماعي وتوزيع الأدوار:

« يجب أن يكون لكل عضو في الفريق دور، مثل:

• من سيبحث عن المعلومات؟

• من سيجب الصور؟

• من سيكتب النص؟

• من سيعرض المشروع؟

العمل الجماعي يعني أن الجميع يعمل معًا ويدعم بعضه بعضًا.

« هذا يساعد على إنهاء المشروع بسرعة وبجودة أفضل.

5 A Project Timeline:

- » It is necessary to plan the time for each task. For example:

- One day for research.
- Two days for design.
- One day for reviewing and testing.



- » Time management helps us finish on time and teaches us commitment.

الجدول الزمني للمشروع:

« من الضروري تخطيط الوقت لكل مهمة، مثل:

يوم واحد للمراجعة والاختبار

يومان للتصميم

يوم واحد للبحث

« إدارة الوقت تساعدنا على الانتهاء في الوقت المحدد وتعلم الالتزام.

6 Working on the Project and Presenting It:

- » After collecting all materials, we start working step by step according to the plan.
- » While working, we review our progress to make sure everything is going well.
- » Finally, we present the project to others and listen to their feedback to improve it.



Remember

Organized teamwork makes the project successful and more enjoyable because everyone participates, benefits, and learns how to take responsibility for a part of the work.

6 العمل على المشروع وعرضه:

- « بعد جمع جميع المواد، نبدأ العمل خطوة بخطوة حسب الخطة.
- « أثناء العمل، نراجع تقدمنا للتأكد من أن كل شيء يسير بشكل جيد.
- « في النهاية، نعرض المشروع على الآخرين ونستمع إلى ملاحظاتهم لتحسينه.

تذكر:

العمل الجماعي المنظم يجعل المشروع ناجحًا وأكثر متعة؛ لأن الجميع يشارك ويستفيد ويتعلم وتحمل المسؤولية عن جزء من العمل.

أهم الكلمات والمصطلحات

Digital project	مشروع رقمي	Researcher	باحث
Action plan	خطة عمل	Designer	مصمم
Organized steps	خطوات منظمة	Teamwork	عمل جماعي
Digital resources	موارد رقمية	Roles	أدوار
Devices	أجهزة (كمبيوتر/ تابلت)	Timing	توقيت / زمن التنفيذ
Software	برامج	Managing time	تنظيم الوقت
Content	محتوى	On time	في الموعد المحدد
Charts	رسوم بيانية		



Exercises on Lesson 6



Choose the correct answer:

- 1  The first step in a project is
a. identifying the idea b. executing the results
c. printing the report d. saving the files only
- 2 In a simple work plan, we should write
a. what needs to be done b. who will do each task
c. when each task will be finished d. all of them
- 3  One of the tools we may need to prepare a digital project is
a. an Arabic book b. a school bag
c. a computer and the Internet d. a football
- 4 Which of the following is considered a digital resource?
a. Word b. PowerPoint
c. Pencils d. Both a and b
- 5  The characteristics of a successful team include
a. selfishness and chaos b. collaboration and organization
c. ignoring tasks d. lack of planning
- 6  A good project plan explains
a. tasks and time b. the number of pages only
c. the type of paper d. nothing specific
- 7 Before starting the project, we should decide the
a. grades b. class seating
c. tools and materials d. rewards
- 8 Determining who will research the information and who will write the text is part of
a. teamwork roles b. collecting resources
c. a project timeline d. presenting

- 9 It is important to set a for each task in the project.
- a. price
 - b. planned time
 - c. new idea
 - d. color
- 10  After collecting information, the next step is
- a. project implementation
 - b. deleting data
 - c. finishing work immediately
 - d. starting the idea again
- 11 After presenting the project, we should listen to to improve it.
- a. loud noises
 - b. music only
 - c. feedback
 - d. none of them
- 12 Organized teamwork makes the project
- a. difficult
 - b. successful and enjoyable
 - c. boring
 - d. confusing
- 13 In a team, the person responsible for finding facts and data is called the
- a. information researcher
 - b. image designer
 - c. project presenter
 - d. text writer
- 14 When working on the project, we should
- a. ignore the progress
 - b. work without checking
 - c. review step by step
 - d. change the idea daily
- 15 Setting a time frame for a task, like "two days for design," is an example of
- a. resource collection
 - b. time management
 - c. idea generation
 - d. software installation
- 16 Teamwork means that everyone works together and each other.
- a. ignores
 - b. hides from
 - c. supports
 - d. replaces

2 Put (✓) or (X):

- 1  A project can be done without identifying an idea. ()
- 2  It is important to prepare a project plan. ()
- 3 A digital project plan helps the team work in an organized way. ()
- 4  There is no need to assign tasks to each team member. ()
- 5 Time management helps team members finish on time. ()
- 6  Tools should be identified before starting the project. ()
- 7 It is better for one person to do all the tasks without any team roles. ()
- 8 Digital resources may include a computer or tablet. ()
- 9 You should start a project before preparing your tools. ()
- 10  Tools should be identified before starting the project. ()
- 11 A short video explaining a school activity is an example of a digital project. ()
- 12 Analyzing project needs means deciding what type of information we will use. ()
- 13 Feedback from others is not important for improving your project. ()
- 14 Software like Word or PowerPoint are examples of project materials. ()
- 15 Reviewing the project helps ensure there are no spelling or technical mistakes. ()
- 16 An Internet connection is a digital resource needed for research or sharing. ()

Play with PONY

Help the robot create a digital project by arranging the following steps:

- ☐ A project timeline
- ☐ Working on the project and presenting it
- ☐ Teamwork and roles
- ☐ Identifying the idea of the project
- ☐ Analyzing the project needs
- ☐ Collecting digital resources



Test Yourself

on

Lessons
5&6

1 Choose the correct answer:

- 1 The basic language for creating websites is
a. Excel
b. HTML
c. PowerPoint
d. Word
- 2 are elements that allow visitors to move between web pages.
a. Titles
b. Images
c. Links
d. Fonts
- 3 To avoid confusion, a website design should be
a. simple
b. crowded
c. vague
d. full of ads
- 4 The first step to start a digital project is
a. assigning the roles
b. identifying the idea
c. buying a PC
d. printing the results
- 5 Computers and tablets are classified as
a. software
b. digital devices
c. content
d. links
- 6 A link that does not work correctly is called a/an
a. effective link
b. broken link
c. clear title
d. HTML
- 7 Setting time for each task in a project is called
a. time management
b. choosing colors
c. coding
d. none of them

2 Put (✓) or (X):

- 1 Broken links may annoy visitors. ()
- 2 A web page contains only text and cannot have images. ()
- 3 HTML allows you to add titles and images to a web page. ()
- 4 A clear title should be placed at the bottom of the web page. ()
- 5 Assigning roles in a team improves the project quality. ()
- 6 An action plan shows what to do and when to finish. ()
- 7 Analyzing the project needs helps prevent problems later. ()
- 8 Successful teamwork means one person does all the work. ()

Play with PONY



 Answer the (true) or (false) questions.

1. When you finish all the questions in a column, cross out the matching color letter from 'PONY'.
2. After completing all columns, say 'PONY' and raise your hand.

P

The tools should be identified before starting the project.
()

All information should be written on one slide.
()

You can add video clips to presentations.
()

O

A good web page is difficult to use.
()

Organizing data helps us understand it better.
()

Data is final results ready for use.
()

N

Movie Maker is used to create short videos.
()

You cannot add sounds to your presentation.
()

The goal of a presentation is to confuse the audience.
()

Y

You should use much text on each slide.
()

Excel can create graphs with just a few clicks.
()

A web page contains only text.
()

Lesson 1

» **The Problem:** Sometimes we delete important files by mistake.

» **Solution:**

① **Restoring a Deleted File from the Recycle Bin:**

This is the first and easiest step.

- When you delete a file, it usually goes to the **Recycle Bin** first.
- You can open it and click "**Restore**" to get your file back.

② **Advanced File Recovery (Using Special Software):**

- If the Recycle Bin is empty, you can use special programs like **Recuva** to recover lost files.
- Use **Deep Scan** in recovery programs to find old deleted files. It takes more time.
- Stop using the disk drive immediately to avoid overwriting the deleted file.
- Save the recovered files in a new place.



Lesson 2

» **Data Collection Methods:**

- | | |
|--------------------|-----------------------|
| ① Asking questions | ② Direct observations |
| ③ Books | ④ Websites |

» **Organizing Data:**

- o **Tables:** Data are placed in rows and columns.
- o **Graphs:** They show results in a visual and easy-to-read way.

» Microsoft Excel helps us organize data quickly.

» With Excel, you can:

- | | |
|-------------------------|------------------|
| ① Enter numbers. | ② Create tables. |
| ③ Create charts/graphs. | |



» To show data in an attractive way:

① Use colors

② Add titles

③ Add labels.

» **Verifying Data:** Make sure it is correct, accurate, and updated.

» Using incorrect data or unreliable sources leads to wrong results.

Lesson 3

» A presentation should be:

① Clear

② Interesting

③ Easy to understand.

o Using multimedia, such as pictures, colors, sounds, and videos, can make your presentation:



» Tools for Creating Presentations:

① PowerPoint: To create slides with text, images, shapes, and animations.

You can also use WordArt to add visually appealing text.

② Movie Maker: To create short videos to support your presentation.

» Rules for an Effective Presentation:

① Keep the slides short and clear.

② Focus on one main idea per slide.

③ Use matching colors and clear fonts to make the slides easy to read.

④ Arrange the slides in a logical order: Introduction → Content → Conclusion

⑤ Sounds and videos should be chosen carefully so they do not distract the audience.



SUMMARY of Unit 4

- Appropriate sounds or calm music can make your presentation effective and enjoyable.

Lesson 4

- » **A presentation:** It is an easy and attractive way to explain an idea or a topic to others using a computer.
- » Microsoft PowerPoint is used to create presentations.
- » **With PowerPoint, you can:**

- 1 Create slides.
- 2 Add pictures, drawings, and sounds.



Design Tips for an Effective Presentation

- 1 Choose matching colors that are comfortable for the eyes.
- 2 Use a clear and large font so everyone can read it easily.
- 3 Do not use too much text on one slide, keep the slides short and clear.
- 4 Use pictures and multimedia to support your ideas.

A picture or video can explain your idea faster than text.

Presentation Structure

- o Introduction: Tell the audience what your topic is about.
 - o Main Content: Share the important information or steps.
 - o Conclusion: Summarize the topic and give final results or recommendations.
- » **Presentation Skills (Before standing in front of your class):**
- o Practice: Speak in front of a mirror or your friends to build confidence.
 - o Review: Check your slides for mistakes or technical problems.

Lesson 5

- » **A web page:** It is what you see when you visit a website. It contains texts, images, and links.
 - Links help a visitor move to another page easily.

» **HTML:** It is the basic language used to create websites.

• With HTML, you can:

- ① Write headings and text.
- ② Add images.
- ③ Add links.



- Keep the web page simple and easy to use.
- Create a clear heading at the top that shows what the page is about.
- Use images that support your idea.
- Use matching colors.
- Check that all links work properly. Broken links can make visitors leave.
- Finally, review the web page as if you were a visitor.

Lesson 6

- To create a digital project, start with a clear idea.
- After choosing the idea, we make a simple action plan.
- We also need to collect digital resources, such as:



- ① Devices: A computer or tablet
- ② Software: Word or PowerPoint
- ③ Images or audio if needed
- ④ An Internet connection
- We also should analyze project needs to avoid surprises or problems later:
 - ① The type of information we will use (text, images, or numbers).
 - ② The tools that help us organize and present the information.
- It is important to assign roles to each team member.
- Teamwork means everyone works together and supports each other.
- It is necessary to plan the time for each task to finish on time.

Model Exam

1

1 Choose the correct answer:

- ① The first step in a project is
 - a. identifying the idea
 - b. executing the results
 - c. printing the report
 - d. saving the files only
- ② Among the tools we might need to prepare a digital project is
 - a. a school bag
 - b. an Arabic language book
 - c. a football
 - d. a computer and the Internet
- ③ Which program is used to create attractive presentations?
 - a. PowerPoint
 - b. Paint
 - c. Notepad
 - d. The Internet
- ④ The first and easiest step to recover a file deleted by mistake is checking the
 - a. Recycle Bin
 - b. hard disk
 - c. scanner
 - d. printer
- ⑤ A tool used to create short video clips to support your presentation is
 - a. WordArt
 - b. Excel
 - c. PowerPoint
 - d. Movie Maker
- ⑥ When you restore a file from the Recycle Bin, it returns to
 - a. the Downloads folder
 - b. the Desktop
 - c. the Recycle Bin
 - d. its original location
- ⑦ To make the presentation attractive, we use
 - a. lots of text
 - b. long pages
 - c. small fonts
 - d. images and colors

2 Put (✓) or (X):

- 1 Asking questions is a method for collecting data. ()
- 2 Teamwork helps in the success of the project. ()
- 3 A web page contains only text. ()
- 4 When a file is restored from the Recycle Bin, it returns to its original location. ()
- 5 Long slides with lots of text are better in a presentation. ()
- 6 Each PowerPoint slide should focus on one main idea. ()
- 7 Data consists of ready-made final results. ()
- 8 The font on slides should be clear and easy to read. ()

Model Exam

2

1 Choose the correct answer:

- 1 One of the best tools to show your ideas in an interesting way is
 - a. PowerPoint
 - b. Paint only
 - c. the browser
 - d. the email
- 2 In recovery software, the option finds files deleted a long time ago but takes more time.
 - a. Quick Scan
 - b. Deep Scan
 - c. Filter Scan
 - d. Security Scan
- 3 is a program used to organize data and numbers.
 - a. Excel
 - b. Word
 - c. Paint
 - d. PowerPoint only
- 4 The easiest step to get back a file deleted by mistake is checking the
 - a. Internet
 - b. Recycle Bin
 - c. hard disk
 - d. printer

- 5 A successful team relies on and organization.
 - a. collaboration
 - b. selfishness
 - c. chaos
 - d. individual work
- 6 Data is defined as
 - a. the final results
 - b. raw information
 - c. random numbers
 - d. images only
- 7 Among the tools for presenting data are
 - a. tables and graphs
 - b. drawing notebooks
 - c. pens only
 - d. comic stories

2 Put (✓) or (X):

- 1 A good presentation does not need organization. ()
- 2 Professional tables can be created using Microsoft Excel. ()
- 3 Images and videos can be used to attract attention. ()
- 4 Data accuracy must be verified before presentation. ()
- 5 Permanently deleted files can be recovered without using any external programs. ()
- 6 Each team member should be assigned a specific task. ()
- 7 The best presentation makes the idea easy to understand. ()
- 8 Organizing data in tables makes it hard to understand. ()

Model Exam

3

1 Choose the correct answer:

- 1 A successful team relies on and organization.
- a. collaboration b. selfishness
- c. chaos d. individual work

2 The basic language used to create websites is

- a. Word b. Excel
 - c. HTML d. PowerPoint
- 3 In PowerPoint, is used to turn titles into beautiful artistic shapes and colors.
- a. Movie Maker b. WordArt
 - c. Excel d. the Recycle Bin
- 4 Effective presentation slides should be kept and clear.
- a. long b. messy
 - c. full of text d. short
- 5 The first step in a project is
- a. identifying the idea b. executing the results
 - c. printing the report d. saving the files only
- 6 A/An link is a link that does not work correctly.
- a. effective b. clear
 - c. broken d. fast
- 7 Before showing the data, you must the sources to ensure your information is correct.
- a. verify b. delete
 - c. ignore d. change

2 Put (✓) or (X):

- 1 It is better to install recovery software on the same disk where files were lost. ()
- 2 Using incorrect data leads to wrong results. ()
- 3 HTML is a programming language used to create websites. ()
- 4 Movie Maker is used to create slides with text and shapes. ()
- 5 The font must be clear and easy to read on the slides. ()
- 6 Collaboration helps in the success of the project. ()
- 7 Teamwork means that one person does all the tasks alone. ()
- 8 Devices like computers or tablets are considered digital resources. ()

Model Exam

4

1 Choose the correct answer:

- 1 To avoid a deleted file, you should stop using the disk drive immediately.

a. finding	b. restoring
c. overwriting	d. formatting
- 2 Data is defined as

a. raw information	b. the final results
c. random numbers	d. images only
- 3 Asking questions to people to know their opinions is a method of

a. organizing data	b. deleting data
c. collecting data	d. formatting a disk
- 4 Which program is the best tool to organize data and numbers quickly?

a. Microsoft Word	b. Movie Maker
c. Microsoft Excel	d. Paint
- 5 One of the best tools to show your ideas in an interesting way is

a. PowerPoint	b. Paint only
c. the browser	d. the email
- 6 To read text easily on a slide from far away, the font should be

a. very small	b. blurry
c. large and clear	d. yellow
- 7 To permanently delete a file without sending it to the Recycle Bin, we use

a. Shift + Delete	b. Ctrl + C
c. Ctrl + Alt + Delete	d. Alt + F4

2 Put (✓) or (X):

- 1 WordArt allows you to add visually appealing text in PowerPoint. ()
- 2 Multimedia, like videos, makes a presentation more engaging. ()
- 3 PowerPoint is used to create short videos. ()
- 4 Books and websites are good sources for collecting data. ()
- 5 Images and videos can be used to attract attention. ()
- 6 Data accuracy must be verified before the presentation. ()
- 7 The presentation must be reviewed before showing it to others ()
- 8 Collaboration helps in the success of the project. ()

Model Exam

5

1 Choose the correct answer:

- 1 After presenting a project, you should listen to to improve it.

a. music	b. loud noises
c. feedback	d. silence
- 2 A/An is a visual way to represent numbers and results.

a. table	b. graph
c. instruction	d. paragraph
- 3 To find the Recycle Bin, you should look on your

a. keyboard	b. printer
c. Desktop	d. flash drive

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- 1 WordArt allows you to add visually appealing text in PowerPoint. ()
- 2 Multimedia, like videos, makes a presentation more engaging. ()
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- 4 Books and websites are good sources for collecting data. ()
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Model Exam

5

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 - a. music
 - b. loud noises
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 - d. silence
- 2 A/An is a visual way to represent numbers and results.
 - a. table
 - b. graph
 - c. instruction
 - d. paragraph
- 3 To find the Recycle Bin, you should look on your
 - a. keyboard
 - b. printer
 - c. Desktop
 - d. flash drive

- 4 Setting a time frame for each task in a project is part of
 a. time management b. color choosing
 c. data deletion d. role assigning
- 5 Reliable sources for collecting data include books and
 a. dreams b. rumors
 c. websites d. unknown sources
- 6 A presentation should be arranged logically, starting with the
 a. conclusion b. introduction
 c. recommendations d. results
- 7 If you want to know which sports your friends like by watching them, you are using
 a. asking questions b. books
 c. direct observation d. websites

2 Put (✓) or (X):

- 1 A good presentation does not need organization. ()
- 2 Using matching colors makes a website more attractive. ()
- 3 You can only collect data by asking people questions. ()
- 4 A graph is a visual way to represent numbers and results ()
- 5 Permanently deleted files can be recovered without using any external programs. ()
- 6 The presentation must be reviewed before showing it to others. ()
- 7 Recuva is a free program used to recover deleted files. ()
- 8 You should stop using the disk immediately if you delete a file by mistake. ()

Final Exams



Final Exam

1

Choose the correct answer:

- 1 Thinking about the impact of our actions on others online is called
 - a. digital responsibility
 - b. piracy
 - c. browsing
 - d. advertising
- 2 To permanently delete a file without sending it to the Recycle Bin, we use
 - a. Ctrl + Alt + Delete
 - b. Ctrl + C
 - c. Shift + Delete
 - d. Alt + F4
- 3 The website tool that helps you move easily between pages is the
 - a. search box
 - b. interaction button
 - c. URL
 - d. menu bar
- 4 An example of a reliable Egyptian digital library is
 - a. a random blog
 - b. Alexandria Digital Library
 - c. a social media ad
 - d. a game site
- 5 Commercial websites mainly aim to
 - a. sell products
 - b. teach for free
 - c. share opinions
 - d. store files
- 6 The feature in Microsoft Edge helps you organize research in one place.
 - a. Startup Boost
 - b. Collections
 - c. History
 - d. Favorites
- 7 Which is the best example of asynchronous communication?
 - a. Live video calls
 - b. Instant chats
 - c. Emails
 - d. Phone calls

2

- # Final Exam

2

1

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- 6 To get accurate results in a search engine, you should use
- a. random words
 - b. general keywords
 - c. accurate keywords
 - d. pictures only
- 7 A presentation should be arranged logically, starting with the
- a. conclusion
 - b. recommendations
 - c. introduction
 - d. results

2 Put (✓) or (X):

- 1 The Egyptian Knowledge Bank (EKB) is a reliable source. ()
- 2 Files deleted using Shift + Delete go to the Recycle Bin. ()
- 3 Simple websites can be created using WordPress. ()
- 4 We should be polite and respectful in online communication. ()
- 5 Verifying information sources leads to wrong results. ()
- 6 Checking the author and date helps verify information. ()
- 7 Email requires an immediate response. ()
- 8 Matching colors in a presentation make it more attractive. ()

Final Exam

3

1 Choose the correct answer:

- 1 Social responsibility encourages us to
- a. work alone
 - b. help the community
 - c. spread rumors
 - d. ignore others
- 2 One of your rights as a digital citizen is
- a. respecting others' privacy
 - b. protection from piracy
 - c. sharing fake information
 - d. bullying others

- 3 Digital libraries are examples of websites.
- commercial
 - advertising
 - personal
 - non-commercial
- 4 When you restore a file from the Recycle Bin, it returns to
- its original location
 - the Downloads folder
 - any folder you choose
 - the Desktop
- 5 A successful team project plan explains
- the number of pages only
 - the tasks and time
 - the type of paper
 - nothing specific
- 6 If you are looking for a specific keyword within a website, the best tool is the
- "Like" button
 - website logo
 - search box
 - video player
- 7 Which communication is direct and real-time?
- Emails
 - Forums
 - Phone calls
 - Blog comments

2 Put (✓) or (X):

- Teamwork roles should be decided before starting a project. ()
- PowerPoint is a program used to design spreadsheets. ()
- Microsoft Edge provides security and privacy features. ()
- Sharing passwords online is a safe practice. ()
- An attractive presentation uses many different random colors. ()
- Every project needs an action plan to be organized. ()
- Email is a type of synchronous communication. ()
- Practicing in front of a mirror is a good way to prepare for a talk. ()

Choose the correct answer:

- Choose the correct answer.**
- 1 The ability to interact positively with others online is one of your
a. responsibilities
b. rights
c. privacy
d. security
 - 2 Which tool helps you move between the pages of a website?
a. Menu Bar
b. Search Box
c. Keyboard
d. Printer
 - 3 Educational websites usually belong to the category.
a. commercial
b. advertising
c. gaming
d. non-commercial
 - 4 The first step in a digital project is
a. identifying the idea
b. executing the results
c. printing the report
d. saving the files only
 - 5 The padlock indicates that the site
a. is fake
b. is slow
c. is protected
d. has ads
 - 6 Writing the websites you used at the end of your project shows
a. copying
b. respect for others' work
c. deleting sources
d. spamming
 - 7 A live chat with instant responses is communication.
a. asynchronous
b. synchronous
c. indirect
d. delayed

2 Put (✓) or (X):

- 1 Digital citizens should always show respect online. ()
- 2 Time management is not necessary for successful projects. ()

- 3 Some advertisements can be misleading. ()
- 4 You can drag and drop images into a collection in Edge. ()
- 5 You should check the URL to ensure a website is safe. ()
- 6 Message forums are an example of synchronous communication. ()
- 7 Social organizations like schools help spread digital awareness. ()
- 8 Every website on the Internet is reliable. ()

Final Exam

5

1 Choose the correct answer:

- 1 To add the current page to a new collection in Microsoft Edge, we choose

- | | |
|---------------------|-------------------|
| a. Add Current Page | b. Delete History |
| c. Close Window | d. New Tab only |

- 2 Thinking about how your online comments or photos affect others is a digital

- | | |
|----------|-------------------|
| a. right | b. responsibility |
| c. game | d. video |

- 3 You can create a simple website yourself using digital tools like

- | | |
|--------------|-------------------|
| a. Excel | b. Paint |
| c. WordPress | d. the calculator |

- 4 is a feature in Microsoft Edge that helps you organize your research.

- | | |
|------------------|----------------|
| a. Startup Boost | b. Collections |
| c. Recycle Bin | d. Paint |

- 5 The language used to create websites is

- | | |
|-----------|----------|
| a. Python | b. Excel |
| c. Word | d. HTML |

Final Exams

- 6 If you want an immediate answer, you should use communication.
- a. asynchronous
 - b. synchronous
 - c. slow
 - d. letters
- 7 To recover a file from the Recycle Bin, you should right-click and select
- a. Delete
 - b. Restore
 - c. Edit
 - d. Properties

2 Put (✓) or (X):

- 1 You have the right to access information and use the Internet for learning. ()
- 2 A safe website address usually starts with 'https'. ()
- 3 Microsoft Edge is the only browser available for Windows. ()
- 4 The Egyptian Knowledge Bank is a reliable website. ()
- 5 Email is the best way to send a quick, urgent message to a friend. ()
- 6 An example of a digital project is a simple website. ()
- 7 Social responsibility involves spreading rumors. ()
- 8 Synchronous communication is best for urgent things. ()

Final Exam

6

1 Choose the correct answer:

- 1 Social organizations encourage us NOT to spread

 - a. rumors
 - b. knowledge
 - c. good things
 - d. awareness

- 2 Advanced file recovery may require special software like

 - a. Excel
 - b. PowerPoint
 - c. Recuva
 - d. Paint

- 3 Before starting a project, we should decide on the

 - a. grades
 - b. class seating
 - c. tools and materials
 - d. rewards

- 4 communication is like sending a video that can be watched later.
- a. Synchronous
b. Live
c. Asynchronous
d. Instant
- 5 Saving a new file over a deleted file is called
- a. restoring
b. overwriting
c. backing up
d. formatting
- 6 Computers and tablets are examples of digital
- a. software
b. devices
c. data
d. links
- 7 Websites consist of pages that contain text, pictures, and videos.
- a. separate
b. linked
c. deleted
d. hidden

2 Put (✓) or (X):

- 1 Every digital citizen has rights and responsibilities. ()
- 2 A conclusion in a presentation should ignore the main topic. ()
- 3 Being socially responsible means not caring about the websites you use. ()
- 4 Microsoft Edge allows you to drag and drop images, text, or links directly into your collection. ()
- 5 Team members should work alone without talking to each other. ()
- 6 Commercial websites aim to make profits from selling products. ()
- 7 Planning your project helps you avoid surprises or problems. ()
- 8 Successful teamwork means one person does everything alone. ()

Final Exam

7

1 Choose the correct answer:

- 1 Digital citizenship involves rights and
- a. games
b. responsibilities
c. toys
d. colors

- 2 The website address is also known as the
 a. URL
 b. ISP
 c. EKB
 d. PIN
- 3 The helps you find specific sections on a website.
 a. footer
 b. trash
 c. printer
 d. menu
- 4 communication happens live, like a video call.
 a. Synchronous
 b. Asynchronous
 c. Slow
 d. Delayed
- 5 After deleting a file by mistake, you should to help restore it.
 a. install Windows
 b. stop using the disk
 c. delete more files
 d. turn off the screen
- 6 allows you to add titles and images to a web page.
 a. Word
 b. Excel
 c. HTML
 d. Paint
- 7 The interaction buttons on a website allow us to
 a. share content
 b. save content
 c. hide content
 d. both a and b

2 Put (✓) or (X):

- 1 You should use the Internet to help others, not hurt them. ()
- 2 Overwriting a deleted file makes it easier to recover. ()
- 3 Good digital citizens exhibit positive behavior online. ()
- 4 You should verify data before presenting it. ()
- 5 Asynchronous communication needs an instant response. ()
- 6 An action plan helps you finish on time. ()
- 7 Team members should work together to finish the project. ()
- 8 Choosing clear titles is important for a website. ()

Final Exam

8

1 Choose the correct answer:

- ① Using technology in a safe, respectful, and responsible way is called
a. piracy
b. digital citizenship
c. gaming
d. searching
- ② A safe website address often starts with
a. http
b. https
c. www
d. ftp
- ③ E-learning platforms and digital libraries are examples of websites.
a. non-commercial
b. commercial
c. piracy
d. gaming
- ④ Website content should be
a. clear and useful
b. confusing
c. too long
d. irrelevant
- ⑤ The first step to start a successful digital project is
a. assigning roles
b. printing the results
c. identifying the idea
d. buying a new PC
- ⑥ To start a digital project, we may need
a. a football
b. a school bag
c. a computer and the Internet
d. an Arabic book
- ⑦ Commercial websites often use to attract customers.
a. secret codes
b. digital advertisements
c. boring text
d. nothing

2 Put (✓) or (X):

- 1 Protection from piracy is one of your rights as a digital citizen. ()
- 2 Respecting others' privacy is one of your responsibilities online. ()
- 3 Social responsibility does not include helping others. ()
- 4 Microsoft Edge is a web browser that comes with Windows. ()
- 5 Asynchronous communication happens in real time, like video calls. ()
- 6 A project plan should be made after the project is finished. ()
- 7 Deep Scan is faster than a regular scan in file recovery. ()
- 8 PowerPoint allows you to add text, images, and sounds. ()

Final Exam

9

1 Choose the correct answer:

- 1 A is a program that helps you visit and see websites on the Internet.
 - a. digital camera
 - b. web browser
 - c. printer
 - d. keyboard
- 2 Which feature in Microsoft Edge helps you organize your research in one place?
 - a. Startup Boost
 - b. Collections
 - c. History
 - d. Downloads
- 3 After scanning for deleted files, you should them to check they are not corrupted.
 - a. preview
 - b. delete
 - c. format
 - d. ignore
- 4 Alexandria Digital Library is a website.
 - a. commercial
 - b. reliable
 - c. social media
 - d. gaming

- 5** To find specific information very fast within a website, use the
- a. menu bar b. scroll bar
c. logo d. search box
- 6** Practicing your presentation in front of a mirror improves
- a. laziness b. self-confidence
c. fear d. confusion
- 7** Managing your time by setting a time frame for each task helps the team
- a. delete data b. finish on time
c. lose files d. avoid roles

2 Put (✓) or (X):

- ① Ensuring safe sharing online is considered one of your rights. ()
- ② Educational sites like digital libraries are non-commercial websites. ()
- ③ You should click on every advertisement that shows a very low price. ()
- ④ The Recycle Bin can restore files deleted using Shift + Delete. ()
- ⑤ A successful presentation should end with a summary or conclusion. ()
- ⑥ Multimedia makes the project boring and hard to understand. ()
- ⑦ Successful teamwork means one person does every task alone. ()
- ⑧ You should always review your project for mistakes before presenting. ()

Final Exam

10

1 Choose the correct answer:

- 1 Disk Drill is an example of
- a. presentation software b. a web browser
- c. data recovery software d. a search engine

- 2 Teamwork involves assigning among members.
 - a. money
 - b. food
 - c. roles and tasks
 - d. grades
- 3 Google Sites is a tool used to
 - a. play games
 - b. create simple websites
 - c. recover files
 - d. edit photos
- 4 A project plan should be prepared
 - a. before starting
 - b. after finishing
 - c. later
 - d. while presenting
- 5 Comparing information from several sites improves
 - a. copying
 - b. advertising
 - c. accuracy
 - d. spamming
- 6 Direct real-time communication is called communication.
 - a. asynchronous
 - b. synchronous
 - c. indirect
 - d. delayed
- 7 Using technology to serve society shows
 - a. loyalty and cooperation
 - b. selfishness
 - c. ignorance
 - d. piracy

2 Put (✓) or (x):

- 1 Digital citizenship means using the Internet irresponsibly. ()
- 2 Interaction buttons allow sharing content. ()
- 3 All advertisements are always honest. ()
- 4 Collections can store text and images in one place. ()
- 5 Using accurate keywords improves searching results. ()
- 6 Email is an example of real-time communication. ()
- 7 Intellectual property must be respected. ()
- 8 Commercial websites provide free educational content only. ()

Model Answers



Unit 3

Lesson 1

- 1 1 c 2 a 3 b 4 b
5 c 6 a 7 b 8 a
9 d 10 a 11 d 12 a
13 d 14 b 15 d

- 2 1 x 2 ✓ 3 x 4 ✓
5 ✓ 6 ✓ 7 x 8 ✓
9 x 10 ✓ 11 x 12 ✓
13 x 14 ✓ 15 ✓

Play with Pony

- Play on your own.

Lesson 2

- 1 1 d 2 c 3 c 4 a
5 c 6 d 7 b 8 b
9 d 10 d 11 c 12 d
13 a 14 b 15 b 16 c

- 2 1 ✓ 2 x 3 x 4 ✓
5 x 6 ✓ 7 ✓ 8 ✓
9 x 10 ✓ 11 ✓ 12 x
13 ✓ 14 x

Play with Pony

- EKB - URL - menus

Test Yourself Lessons 1&2

- 1 1 b 2 b 3 a 4 b
5 d 6 b 7 c

- 2 1 ✓ 2 x 3 ✓ 4 ✓
5 x 6 ✓ 7 x 8 ✓

Lesson 3

- 1 1 a 2 a 3 c 4 d
5 b 6 b 7 a 8 c
9 c 10 b 11 c 12 d
13 b 14 b 15 c

- 2 1 ✓ 2 ✓ 3 x 4 ✓
5 ✓ 6 x 7 ✓ 8 x
9 ✓ 10 x 11 ✓ 12 ✓
13 ✓ 14 x 15 ✓

Play with Pony

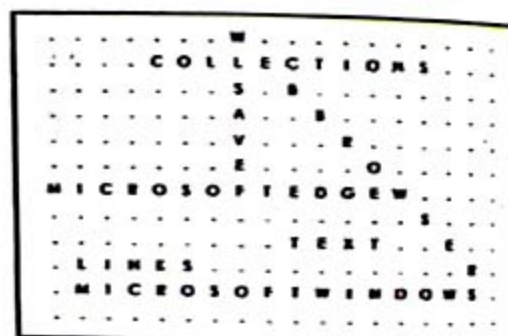
- 1 Non-commercial
2 Commercial

Lesson 4

- 1 1 c 2 d 3 b 4 d
5 b 6 b 7 b 8 a
9 c 10 a 11 a 12 b
13 d

- 2 1 ✓ 2 ✓ 3 x 4 ✓
5 ✓ 6 x 7 ✓ 8 x
9 ✓ 10 ✓ 11 x 12 ✓
13 x 14 ✓ 15 x

Play with Pony



Test Yourself Lessons 3&4

- 1 b 2 c 3 b 4 c
5 b 6 a 7 b

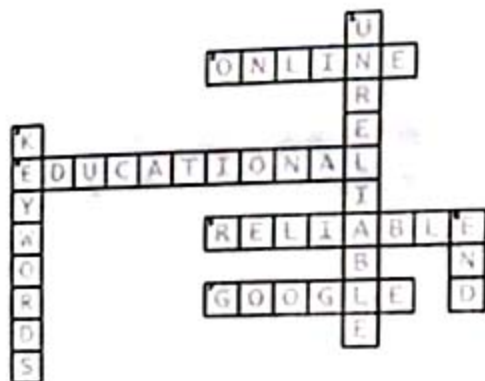
- 1 x 2 ✓ 3 ✓ 4 ✓
5 x 6 ✓ 7 ✓ 8 x

Lesson 5

- 1 d 2 b 3 a 4 a
5 c 6 c 7 a 8 b
9 a 10 d 11 a 12 b
13 c 14 c 15 b

- 1 x 2 ✓ 3 x 4 ✓
5 x 6 ✓ 7 ✓ 8 x
9 ✓ 10 ✓ 11 ✓ 12 ✓
13 x 14 ✓ 15 x

Play with Pony



Lesson 6

- 1 a 2 c 3 b 4 b
5 a 6 b 7 a 8 c
9 b 10 c 11 a 12 d
13 a 14 d 15 b

Model Answers

- 2 1 x 2 x 3 ✓ 4 ✓
5 x 6 ✓ 7 ✓ 8 ✓
9 x 10 ✓ 11 ✓ 12 ✓
13 x 14 ✓ 15 ✓ 16 ✓
17 x 18 ✓ 19 x 20 x

Play with Pony

– Play on your own.

Test Yourself Lessons 5&6

- 1 1 b 2 a 3 c 4 b
5 c 6 c 7 b

- 2 1 x 2 ✓ 3 ✓ 4 ✓
5 x 6 ✓ 7 ✓ 8 ✓

Play with Pony

– Play on your own.

Model Exam 1

- 1 1 c 2 a 3 d 4 b
5 c 6 d 7 b

- 2 1 x 2 ✓ 3 ✓ 4 ✓
5 ✓ 6 x 7 ✓ 8 ✓

Model Exam 2

- 1 1 b 2 c 3 a 4 c
5 b 6 d 7 a

- 2 1 ✓ 2 ✓ 3 ✓ 4 x
5 ✓ 6 x 7 ✓ 8 x

Model Exam 3

- 1 1 c 2 b 3 a 4 d
5 c 6 b 7 d

Model Answers

- 2 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓

Model Exam 4

- 1 1 d 2 a 3 b 4 b
5 c 6 d 7 a

- 2 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓

Model Exam 5

- 1 1 d 2 a 3 b 4 c
5 d 6 b 7 b

- 2 1 ✗ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✗ 7 ✓ 8 ✗

Unit 4

Lesson 1

- 1 1 c 2 a 3 b 4 c
5 d 6 b 7 b 8 b
9 c 10 b 11 c 12 c
13 a 14 b 15 d

- 2 1 ✓ 2 ✗ 3 ✓ 4 ✓
5 ✓ 6 ✗ 7 ✗ 8 ✓
9 ✗ 10 ✓ 11 ✗ 12 ✓
13 ✓ 14 ✗ 15 ✓

Play with Pony

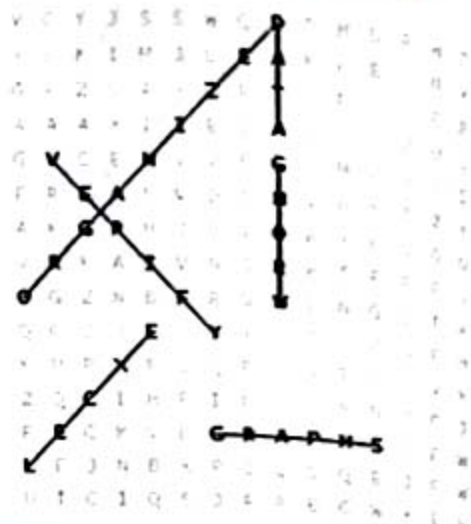
– Play on your own.

Lesson 2

- 1 1 a 2 d 3 c 4 d
5 b 6 c 7 b 8 c
9 b 10 a 11 b 12 d
13 a 14 c 15 b

- 2 1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✓ 6 ✗ 7 ✓ 8 ✓
9 ✓ 10 ✗ 11 ✓ 12 ✓
13 ✓ 14 ✓ 15 ✗

Play with Pony



Test Yourself Lessons 1&2

- 1 1 b 2 c 3 b 4 a
5 b 6 c 7 d

- 2 1 ✗ 2 ✓ 3 ✗ 4 ✓
5 ✗ 6 ✓ 7 ✗ 8 ✓

Lesson 3

- 1 1 b 2 a 3 d 4 d
5 b 6 b 7 a 8 a
9 c 10 a 11 c 12 b
13 b 14 a 15 c

- 2 1 ✗ 2 ✓ 3 ✓ 4 ✗
5 ✗ 6 ✗ 7 ✓ 8 ✓
9 ✗ 10 ✓ 11 ✓ 12 ✗
13 ✓ 14 ✓ 15 ✗

Play with Pony

– Play on your own.

Lesson 4

- 1 c 2 d 3 c 4 c
5 a 6 b 7 d 8 c
9 d 10 b 11 c 12 a
13 c 14 b 15 d

- 1 ✓ 2 x 3 ✓ 4 ✓
5 ✓ 6 x 7 x 8 ✓
9 x 10 ✓ 11 ✓ 12 ✓
13 x 14 x 15 ✓ 16 ✓
17 x

Play with Pony

- Play on your own.

Test Yourself Lessons 3&4

- 1 a 2 b 3 d 4 c
5 a 6 c 7 b

- 1 ✓ 2 ✓ 3 x 4 ✓
5 ✓ 6 x 7 ✓ 8 x

Lesson 5

- 1 c 2 d 3 a 4 c
5 b 6 b 7 c 8 a
9 d 10 a 11 c 12 b
13 a 14 b 15 d

- 1 ✓ 2 ✓ 3 x 4 x
5 ✓ 6 x 7 x 8 ✓
9 x 10 ✓ 11 x 12 x
13 ✓ 14 x 15 x 16 x

Play with Pony

- Play on your own.

Lesson 6

- 1 a 2 d 3 c 4 d
5 b 6 a 7 c 8 a
9 b 10 a 11 c 12 b
13 a 14 c 15 b 16 c

- 1 x 2 ✓ 3 ✓ 4 x
5 ✓ 6 ✓ 7 x 8 ✓
9 x 10 ✓ 11 ✓ 12 ✓
13 x 14 ✓ 15 ✓ 16 ✓

Play with Pony

- Play on your own.

Test Yourself Lessons 5&6

- 1 b 2 c 3 a 4 b
5 b 6 b 7 a

- 1 ✓ 2 x 3 ✓ 4 x
5 ✓ 6 ✓ 7 ✓ 8 x

Play with Pony

- Play on your own.

Model Exam 1

- 1 a 2 d 3 a 4 a
5 d 6 d 7 d

- 1 ✓ 2 ✓ 3 x 4 ✓
5 x 6 ✓ 7 x 8 ✓

Model Exam 2

- 1 a 2 b 3 a 4 b
5 a 6 b 7 a

Model Answers

- 2 1 x 2 ✓ 3 ✓ 4 ✓
5 x 6 ✓ 7 ✓ 8 x

Model Exam 3

- 1 1 a 2 c 3 b 4 d
5 a 6 c 7 a

- 2 1 x 2 ✓ 3 ✓ 4 x
5 ✓ 6 ✓ 7 x 8 ✓

Model Exam 4

- 1 1 c 2 a 3 c 4 c
5 a 6 c 7 a

- 2 1 ✓ 2 ✓ 3 x 4 ✓
5 ✓ 6 ✓ 7 ✓ 8 ✓

Model Exam 5

- 1 1 c 2 b 3 c 4 a
5 c 6 b 7 c

- 2 1 x 2 ✓ 3 x 4 ✓
5 x 6 ✓ 7 ✓ 8 ✓

Final Exams

Final Exam 1

- 1 1 a 2 c 3 d 4 b
5 a 6 b 7 c

- 2 1 ✓ 2 x 3 ✓ 4 ✓
5 ✓ 6 x 7 ✓ 8 x

Final Exam 2

- 1 1 b 2 c 3 c 4 a
5 d 6 c 7 c

- 2 1 ✓ 2 x 3 ✓ 4 ✓
5 x 6 ✓ 7 x 8 ✓

Final Exam 3

- 1 1 b 2 b 3 d 4 a
5 b 6 c 7 c

- 2 1 ✓ 2 x 3 ✓ 4 x
5 x 6 ✓ 7 x 8 ✓

Final Exam 4

- 1 1 b 2 a 3 d 4 a
5 c 6 b 7 b

- 2 1 ✓ 2 x 3 ✓ 4 ✓
5 ✓ 6 x 7 ✓ 8 x

Final Exam 5

- 1 1 a 2 b 3 c 4 b
5 d 6 b 7 b

- 2 1 ✓ 2 ✓ 3 x 4 ✓
5 x 6 ✓ 7 x 8 ✓

Final Exam 6

- 1 1 a 2 c 3 c 4 c
5 b 6 b 7 b

- 2 1 ✓ 2 x 3 x 4 ✓
5 x 6 ✓ 7 ✓ 8 x

Final Exam 7

- 1 1 b 2 a 3 d 4 a
5 b 6 c 7 d

- 2 1 ✓ 2 x 3 ✓ 4 ✓
5 x 6 ✓ 7 ✓ 8 ✓

Final Exam 8

- 1 1 b 2 b 3 a 4 a
5 c 6 c 7 b

- 2 1 ✓ 2 ✓ 3 x 4 ✓
5 x 6 x 7 x 8 ✓

Final Exam 9

- 1 1 b 2 b 3 a 4 b
5 d 6 b 7 b

- 2 1 x 2 ✓ 3 x 4 x
5 ✓ 6 x 7 x 8 ✓

Final Exam 10

- 1 1 c 2 c 3 b 4 a
5 c 6 b 7 a

- 2 1 x 2 ✓ 3 x 4 ✓
5 ✓ 6 x 7 ✓ 8 x